

Position Description

Other

APPENDIX #02C

YEALANDS

WINE GROUP

MARLBOROUGH ≈ NEW ZEALAND

Position:	Vintage Cellar Hand
Department:	Winery Operations
Reporting to:	Cellar Manager
Location:	Seaview Winery
Date:	July 2020

Position Purpose:

To assist the Winemaking team in wine production processes and to support the wider Winery Operations team in the day-today operations of the Cellar, during the peak period of harvest.

Key Relationships:

External	Internal
<ul style="list-style-type: none">ContractorsTruck drivers	<ul style="list-style-type: none">Winemaking teamWinemaking Operations ManagerCellar ManagerCellar teamHR

Key Accountabilities & Tasks:

- To carry out cellar duties correctly, safely and to the requirements set out in the standard operating procedures.
- To support the Winemaking and Cellar teams in all Cellar operations.
- To perform specific duties that include, but will not be limited to;
 - Fruit receipt
 - Inoculations
 - Red or white cellar work
 - Wine and juice transfers
 - Winery sanitation
 - Wine barrel work and;
 - Additions to juice and wine
- Perform the above duties, and any others that may be required of the role with safety and quality in mind, including Zero-Serious Harm Accidents and maximum wine quality.
- Participate in any relevant training to the role.
- Always implement 'best practice' and contribute towards the on-going goals of being the lowest cost

producer without sacrificing quality.

7. Provide feedback to the Winemaking and Cellar teams on improvements that can be made across Cellar Operations.

8. Health, Safety, Compliance & Standards

- a) Abide at all times to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- b) In relation to Health and Safety, environmental management, ethics, quality and food safety responsibilities:
 - i. Comply with relevant legislation and related company's policies, procedures and standards are adhered to at all times.
 - ii. Actively participate in related training.
 - iii. Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - iv. Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- c) Work with 'best practice' in regards to food defence and food fraud procedures.
- d) Actively participate in audits as required.

Person Specifications:

Education:	No formal qualification required, however knowledge and interest in the industry is preferred.
Experience:	<ul style="list-style-type: none">• Previous Vintage experience is desirable but not essential.• Industry experience is desirable but not essential.• Experience in a safety sensitive environment.
Specific Skills:	<ul style="list-style-type: none">• An ability to follow instructions• A willingness to learn• The ability to multi-task and prioritise workload• A safety mindset• A high attention to detail
Core Competencies:	<ul style="list-style-type: none">• Adapts and works effectively in different situations, with the ability to remain calm under pressure.• Performance and results focussed.• The ability to build sound relationships and work as part of a team.

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

Employee and Manager Acknowledgement:

Manager's Signature Date:

Employee's Signature Date: