

Job Description – Vintage Laboratory Technician

POSITION TITLE	Vintage Laboratory Technician	
DEPARTMENT	Quality Assurance	
DATE EFFECTIVE	1 January 2018	
REPORTS TO	Vintage Laboratory Supervisor	
ROLES REPORTING DIRECT	NA	
KEY RELATIONSHIPS	Laboratory Staff, Winemakers, Cellar Operators.	
PRIMARY OBJECTIVES		
<ul style="list-style-type: none">• Prioritise and perform timely and accurate analysis on juice and winemaker• Ensure that all vintage laboratory operations are carried out in accordance with standard method and workplace instructions• Ensure that all maintenance and housekeeping practices and procedures are carried out on a periodic basis• Meet company standards and expectations in relation to availability, shift and overtime requirements		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
Sample collection and analysis on white juice.	<ul style="list-style-type: none">• Ensure samples are collected in accordance with relevant standard work instruction• Perform set analysis and solution preparation in the vintage laboratory.• Identify anomalies in analysis results and determine if the result is a true result• Conduct repeat analysis as and when required then report the result to the appropriate winemaker.• Prioritise the work activities to ensure deadlines are met	<p>Perform the analysis correctly, preventing any delays for other areas</p> <p>Timely reporting of results to winemaking team</p>
Sample collection and analysis of red ferments	<ul style="list-style-type: none">• Ensure samples are collected in accordance with relevant standard work instruction• Identify when a sample is out of specification and perform verification analysis as required• Report non-conformances and 'out of spec' results to the Lab Supervisor	<p>Prompt reporting of 'out of spec' results</p>

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Equipment maintenance and calibration	<ul style="list-style-type: none"> • Clean laboratory equipment and laboratory on a periodic basis • Ensure that sample bottles, dip tapes and collection dippers are kept clean. • Perform regular calibrations on laboratory equipment. 	Clean laboratory and equipment. Completed laboratory calibration records.
Training	<ul style="list-style-type: none"> • Attend company's training sessions as required 	Pass results and course attendance records
Record Keeping	<ul style="list-style-type: none"> • Maintain vintage record analysis books. 	Accurate and timely entry of results
Trouble Shooting	<ul style="list-style-type: none"> • Identify problems and offer solutions to overcome these. • Report issues, problem and solutions to the Lab Supervisor 	Prompt resolution of problems
Operate effectively in a team/work environment	<ul style="list-style-type: none"> • Arrive for all shifts promptly and be available for work in accordance with the season requirements of the vintage period • Effectively work with other people in a cooperative and productive manner. • Maintain comprehensive notes and records of issues that may be relevant to the next shift. • Conduct shift change over in a short informative manner. • Promote team work and unity through your own actions and behaviour 	Working as part of a team, ensuring that no other person or area suffers from down time.

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WH&S	<ul style="list-style-type: none"> • Comply with all WH&S policies and procedures. • Wear Personal Protective Equipment (PPE) as specified. • Report all accidents, near misses and unsafe work practices/hazards to your supervisor. • Work in a manner which is conducive to WH&S. • To perform your duties in a manner that is not hazardous to you or other employees, this includes no running in the lab or plant. 	Compliance with company policies and procedures.
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SELECTION CRITERIA

Essential Criteria

- Knowledge of wine/juice analysis
- Good communication skills
- Good record keeping and writing skills
- Good laboratory housekeeping skills
- Ability to work hours under shift arrangements (Up to 12 hrs per day, 5/6 days/week & night shift as required)
- Own transport and accommodation

Desirable Criteria

- Reasonable fitness level and the ability to work at heights
- Good organisational skills

Employee Name: _____

Employee Signature: _____

Manager Name: _____

Manager Signature: _____