

**Position Classification:** Operational/Technical/Experienced

**Responsible for:** Ensuring that all processing operations are carried out in a manner that maintains the quality and integrity of delivered fruit, must, juice and wine.

**Leadership/Business influence:** Service and Support

**Reports to:** Cellar Supervisors & Wine Production Manager.

**Supervises:** N/A

**Internal contacts:** Cellar Staff, Laboratory Staff & Winemaking Team.

**External contacts:** N/A

### Main Functions and Activities

#### Perform key vintage cellar operations

- Receive fruit into crusher area in a safe manner
- Carry out transfer of must, juice and wine as directed by supervisor
- Operate winery equipment including, crusher/homesteader, presses, pumps and clarification equipment

**Measures** - No wastage of must, juice and wine, All equipment operated within specification.

#### Carry out cleaning and sanitising of tanks and equipment

- Carry out cleaning of tanks and cellar equipment
- Minimise wastage of water during cleaning operations
- Minimise wastage, of grape solids entering drainage system
- Handle and use cleaning chemicals, including Caustic-based chemicals, in accordance with safety standards (ie glasses and safety gloves)

**Measures** - Tanks and equipment cleaned to company standard, Cleaning carried out safely and in accordance with instructions.

#### Housekeeping and maintenance

- Return all equipment following use
- Maintain clean and tidy work area
- Report and record wastage of wine and wine product
- Identify and report any non-conformances to immediate supervisor

- Complete all relevant paperwork and quality checks

**Measures** - Equipment and work area maintained in a neat and tidy manner, All relevant paperwork correctly and promptly completed and returned to supervisor.

### **WH&S**

- Comply with all WH&S policies and procedures.
- Wear and appropriately maintain Personal Protective Equipment 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.

**Measures** - Compliance with company policies and procedures, Incidents reported in accordance with company procedure.

### **Essential Capabilities and Experience**

- Completion of relevant Cellar Induction Training and Assessment
- Ability to work hours under shift arrangements (Up to 12hs/day, 5-6 days/week & night shift as required)
- Ability to communicate and work within a team environment
- Willingness to learn key vintage functions and operations
- Accuracy and attention to detail

### **Desirable Capabilities and Experience**

- Previous wine industry experience
- Forklift licence
- Confined Space Entry Ticket

Incumbent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Managers Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_