

Position Classification: Operational/Technical/Experienced

Responsible for:

Ensuring that all Vintage laboratory operations are carried out in accordance with standard method and workplace instructions

Leadership/Business influence: Service and Support

Reports to: Vintage Laboratory Supervisor

Supervises: N/A

Internal contacts: Laboratory Staff, Winemakers, Cellar Operators.

External contacts: N/A

Main Functions and Activities

Sample Collection and Analysis on White Juice.

- 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

Measures - Perform the analysis correctly, preventing any delays for other areas. Timely reporting of results to winemaking team

Sample Collection and Analysis of Red Ferments

- 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

Measures - Prompt reporting of 'out of spec' results

Equipment Maintenance and Calibration

- 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.

Measures - Clean laboratory and equipment. Completed laboratory calibration records.

Training

- Attend company's training sessions as required

Measures - Pass results and course attendance records

Record Keeping

- Maintain vintage record analysis books.

Measures - Accurate and timely entry of results

Troubleshooting

- Identify problems and offer solutions to overcome these.
- Report issues, problem and solutions to the Lab Supervisor

Measures - Prompt resolution of problems

Operate effectively in a team/work environment

- 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 teamwork and unity through your own actions and behaviour

Measures - Working as part of a team, ensuring that no other person or area suffers from down time.

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

- 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
- Good organisational skills

Incumbent Name: _____

Signature: _____

Date: _____

Managers Name: _____

Signature: _____

Date: _____