

Position Description

Position:	Experienced Cellar Hand
Department:	Winery Operations
Reporting to:	Cellar Manager
Location:	Seaview Winery
Date:	May 2025

Position Purpose:

This position ensures high-quality wine production by independently executing a wide range of Cellar operations and SOPs. It plays a key role during Vintage by supervising fixed-term staff and supporting their development. The role identifies and reports maintenance issues, contributes to quality improvement initiatives, and shares relevant updates and insights with the Winemaking Team during production meetings.

Key Relationships:

External	Internal
<ul style="list-style-type: none">ContractorsTruck Drivers	<ul style="list-style-type: none">Winemaking & Lab TeamsWinery Manager/Senior WinemakerCellar Management TeamCellar/Vintage Teams

Key Accountabilities & Tasks:

Oversee and conduct all processes in relation to the making of wine, *with minimal to no supervision*, including but not limited to

- Fruit receipt and processing.
- Racking and transferring of wine/juice.
- Additions to wine/juice.
- Ferment management.
- Wine fining, stabilisation, and filtration.
- Barrel work.
- Finished wine intake/dispatch.

Active involvement in supporting and improving Cellar operations through

- Standard operating procedures.
- Accurate & timely record keeping processes.
- Quality improvement initiatives and ideas during team and production meetings.

Taking pride and initiative in maintaining general winery upkeep and cleanliness ensuring

- Cellar hygiene is maintained to a high standard
- Faults and damages are reporting through the correct processes.

Key Accountabilities & Tasks:

Health, Safety, Compliance & Standards

- 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.
- In relation to Health and Safety, environmental management, ethics, quality, and food safety responsibilities:
 - » Comply with relevant legislation and related company's policies, procedures and standards are adhered to at all times.
 - » Actively participate in related training.
 - » Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - » Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' regarding food defence and food fraud procedures.
- Actively participate in audits as required.

Person Specifications:

Education: Wine or production related qualifications are preferred but not essential.

Experience:

- Drivers Licence.
- 1-2 years cellar experience (ideally 2 vintages).
- Previous supervision experience during Vintage.
- Forklift Licence and First aid certificate (desirable).

Specific Skills:

- An ability to follow instructions, with a willingness to learn.
- A positive and enthusiastic attitude to work.
- The ability to multi-task and prioritise workload.
- A safety mindset, and a high attention to detail.
- Able to access and report equipment/ maintenance issues.
- Can perform entry-level Cellar Hand tasks with minimal to no supervision.

Core Competencies:

- Adapts and works effectively in different situations, with the ability to remain calm under pressure.
- Performance and results focused.
- The ability to form sound relationships and work as part of a team.
- Supports training and assessment of entry-level Cellar Hands.
- Demonstrates a commitment towards quality improvement through suggestions.

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

Employee Signature

Date:

Manager Signature

Date: