

Position Classification: Specialist/Team Leader

Responsible for: Contribute to the quality of all wines and the operational efficiency of the wine production facility through effective and efficient use of plant, equipment and personnel.

Leadership/Business influence: Providing technical leadership, mentoring and supervising others.

Reports to: Wine Production Manager.

Supervises: Cellar Operators.

Internal contacts: Cellar Staff, Winemaking Team, Grower Services Team, Admin Staff, WHS Manager, HR Team and Engineering/Maintenance.

External contacts: Approved contractors, suppliers and visitors.

Main Functions and Activities

Cellar Operations

- Perform all key cellar operations in a competent manner and in accordance with Standard Work Instructions.
- Assist in planning, organising and executing cellar operations (vintage and non-vintage).
- Supervise the daily workload of the cellar and ensure all operations are carried out in accordance with schedule and site standards.
- Ensure required stock inventory within the cellar area is maintained.
- Ensure all work activities and job sheets are promptly entered into MFG.
- Facilitate weekly cleaning audits.

Measures - Competence and consistency in the planning, execution and documentation of cellar operations.

Personnel Management

- Ensure Cellar Operators are completing daily work activities in accordance with SWI's and to the standard required.
- Ensure all new Cellar Operators are recruited, inducted and trained according to relevant company policies and procedures.
- Review time and attendance records and liaise with the Human Resources department on any payroll matters.

- Allocate jobs to Cellar Operators in conjunction with the Wine Production Manager.
- Conduct annual review processes in accordance with company policy.

Measures - Effective supervision, allocation, training and performance management of Cellar Operators in accordance with company standards and procedures.

Administration

- Develop and maintain Standard Work Instructions (SWI's) for all major functions within the winery.
- Obtain quotations for all consumables, plant and equipment to ensure best possible pricing.
- Complete relevant purchasing procedures in conjunction with Admin staff for all goods ordered into stock.
- Maintain records of stock and inventory in MFG and establish minimum stock ordering levels to ensure availability as required.

Measures - Accurate and timely administration, purchasing, inventory management and budget monitoring in accordance with company procedures. Monitor all expenditure in relation to budget and report on any variances

Maintenance/Facilities Management

- Report and record all relevant maintenance issues brought to Management's attention.
- Carry out routine maintenance on cellar equipment as required.
- Maintain records of all plant and equipment maintenance activities.

Measures - Effective maintenance, reporting and record-keeping of cellar plants, equipment and facilities.

Work Health & Safety (WH&S) Management

- Ensure compliance with all WH&S policies and procedures.
- Instruct staff in safe work practices and enforce safety rules.
- Ensure the management of any contractors performing any site services, including compliance to legislative and company standards.
- Investigate accident/injury/near misses and complete reporting requirements.
- Use Personal Protective Equipment (PPE) as required.
- Oversee QHSE compliance in the cellar.

Measures - Effective management of WH&S and QHSE compliance, including safe work practices, incident reporting and contractor management.

Essential Capabilities and Experience

- At least three years cellar experience.
- Sound knowledge of the operation and maintenance of a range of winery equipment.
- Proven ability to lead a small team of staff in the production of wine.
- Knowledge of WH&S regulations.
- Strong teamwork and communication skills.
- Ability to multitask and work flexible hours.

Incumbent Name: _____

Signature: _____

Date: _____

Managers Name: _____

Signature: _____

Date: _____