

Position Classification: Service and Support

Responsible for:

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

Leadership/Business influence: Providing technical leadership and some supervising of others through the vintage period

Reports to: General Manager/Chief Winemaker

Supervises: Cellar Operators as required

Internal contacts: Cellar Staff, Chief Winemaker, Winemaker/Lab Manager, Head Viticulturist, Admin Staff, WHS Manager and the HR Team

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)
- Ensure required stock inventory within cellar area is maintained
- Ensure all Repairs and Maintenance duties are done to schedule in a timely and cost effective manner
- Receive fruit into crusher area in a safe manner
- Carry out transfer of must, juice and wine as directed by supervisor
- Operate equipment including, forklift, trucks, crusher/destemmer, presses, pumps and clarification equipment
- Organise and maintain hygiene and safe forklift operations in Barrel Shed

Administration

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

Maintenance/Facilities Management

- Report and record all relevant maintenance issues brought to Management's attention
- Help with annual preventative maintenance and service program for the winery and equipment
- Scheduling servicing of all externally serviced equipment in a timely and efficient manner
- Carry out routine maintenance on cellar equipment as required
- Maintain records of all plant and equipment maintenance activities

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

Essential Capabilities and Experience

- At least three years forklift experience
- Sound knowledge of the operation and maintenance of a range of winery equipment would be beneficial
- Proven ability to lead a small team of staff
- Knowledge of WH&S regulations

- Strong teamwork and communication skills
- Ability to multitask and work flexible hours
- Must be available to work extended hours as required over the busy vintage period.