

Cellar/Vineyard Worker Job Description

Title: Cellar/Vineyard Worker

Department: Production

Reports to: Production Supervisor

FSLA status: Non-Exempt, Full-Time

Position Summary:

Responsible for assisting with the production of all wines and helping with any cellar-related tasks while following all Hidden Hangar Vineyard and Winery policies and SOP's (Standard Operating Procedures). Additional duties include manual vineyard maintenance under the supervision of professional viticulturalists.

Key Responsibilities:

- Communicate clearly and concisely with Production Leads and Production Supervisors.
- Follow all written and verbal Standard Operating Procedures (SOP's) and adhere to all safe cellar practices.
- Maintain and use proper PPE at all times.
- Ensure all tanks are clearly labeled with the appropriate information.
- Operate pumps/racking equipment.
- Operate manual kegging line.
 - Basic understanding of automated line
 - Continual cross training to be able to run automated line
- General cellar cleanup.
- Ensure all paperwork is completed from tasks assigned during shift.
- Finalize all daily production
- Monitor and maintain all dry chemical levels and chemical drums.
 - Record weekly chemical usage with shift lead
- Develop working knowledge of all cellar chemicals and their appropriate uses.
- Report all low inventories of supplies to Production supervisors.
- Report upsets in the Wastewater System immediately to Waste Water Technician. Assist if necessary in Wastewater System clean-up.
- Responsible for but not limited to: cellar, tank, and equipment sanitation.
- Perform daily and weekly facility and equipment maintenance.
- Perform daily and weekly tasks as required by the Production Supervisors in accordance with FFW's SOP's.
- Assisting shift lead with facility startup and shutdown
- Cross training with shift lead to be able to run facility startup/shutdown

- Work efficiently in performing all landscape maintenance tasks
- Herbicide application
- Shrub/plant removal & installation
- Vine planting, Vine pruning
- Operating chain saws and power tools
- Tractor/implement operation
- Responsible for daily operations including quality control, punctuality, and safety
- Communicate with lead people regarding job assignments and progress of assigned tasks
- Knowledgeable of use of basic maintenance hand tools and power equipment
- Responsible for ensuring tools and equipment are in good working order and properly maintained

Required Knowledge, Skills and Abilities:

- Will train.
- Previous experience in a similar position working in a production environment a plus.
- Knowledge and understanding of all HH standards, SOP's and SDS's
- Working knowledge of cellar equipment.
- Knows how to operate mowing equipment
- Able to perform labor-intensive work on a regular basis
- Valid state Driver's License with reliable transportation to the vineyard.
- Ability to follow verbal directions & work efficiently
- Positive attitude and professionalism on the job site
- Able to work in various weather conditions
- Heavy equipment experience a plus!
- Previous vineyard/winery experience a plus!
- Viticulture/Enology education a plus!

Competencies:

- **Oral/Written Communication:** The ability to express oneself clearly in conversations and interactions with others. The ability to express oneself clearly in business writing.
- **Flexibility:** Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.
- **Consistency and Reliability:** The capacity to feel an internal motivation to be conscientious in personal or professional efforts; the need to be consistent in life roles.
- **Diagnostic Information Gathering:** The ability to identify the information needed to clarify a situation, seek that information from appropriate sources, and use skillful questioning to draw out the information, when others are reluctant to disclose it.
- **Physical Demands:** Stands and walks the majority of shift. Works in the cellar with all wine lab equipment. Moderate use of computer, daily. Moderate use of stairs, ladders, daily. Must be able to lift 55 pounds.