



TOGETHER  
BETTER  
BEST



# WineWorks Ltd

## Position Description Cellar and Production Support

Location	Hawkes Bay
Department:	Operations
Reports to:	Night Shift Assistant Production Manager
Date of Issue:	May 2025
Working Relationships	
Internal:	Production Manager, Assistant Production Managers, Cellar and Services Assistant Manager, Production Dry End Lead Techs, Production Wet End Lead Techs, Wet End Operators, Dry End Operators, Production Fork Lift Operators, Engineering Team, Inwards Goods Team, Cellar Team, Lab Team
External:	Clients
Authority	
Spending:	\$ 0
Staffing:	No.

## Our Culture

We aspire to a culture where the following values shape our behaviour:



Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.



We do what we say and we're reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way.



Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live.



We're one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus.



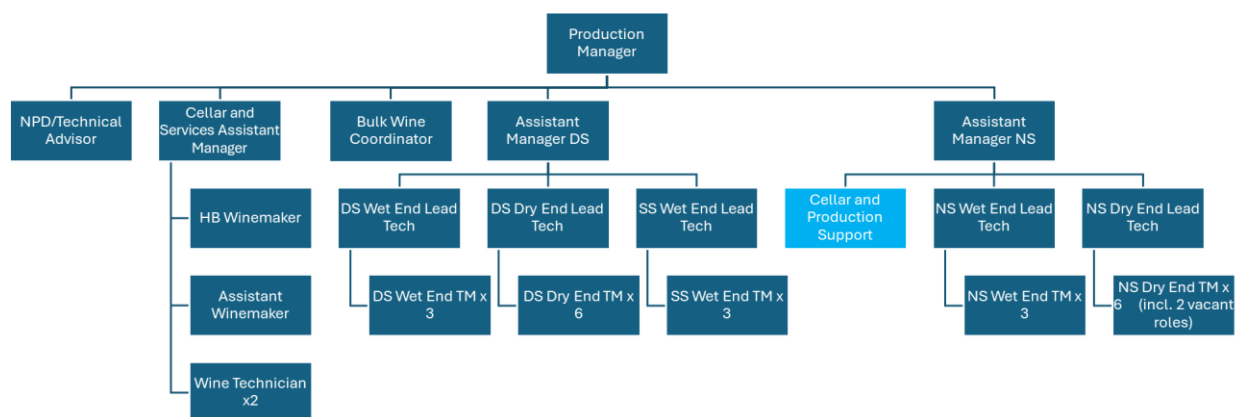
We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.



We love to find solutions and believe there's always a better way to do things. It is this spirit that built the business and will take it to the future.



## Organisation Context



## Role Purpose

To ensure a quality product for human consumption is produced in an efficient manner, to national and international standards keeping to or exceeding production budget and schedule, with trained personnel, in a safe and professional environment.

KEY TASK	EXPECTATIONS
Production Operational Capability	<ul style="list-style-type: none"><li>– Ability to safely set-up and operate equipment involved in labelling, packing and palletising of the product to a high-quality standard. This includes, not limited to:<ul style="list-style-type: none"><li>○ Depal</li><li>○ Filler/Capper/Rinser</li><li>○ Crown Capper</li><li>○ Corker</li><li>○ Wirer</li><li>○ Warming Tunnel</li><li>○ Bottle Washer/Dryer</li><li>○ Hooder</li><li>○ Capsuler</li><li>○ Labeller</li><li>○ Pick and Pack, Carton Sealer and Over-Packer</li><li>○ Carton Labelling</li><li>○ Robot Palletizer and Manual Stacking</li></ul></li><li>– Ability to follow and understand the individual Spec Sheet for each run.</li><li>– Understand and Follow WWHB escalation process - If you cannot achieve this, inform the Supervisor after 15 minutes of trying, then after a further 15 minutes contact the Engineering Department for assistance.</li><li>– Understand and follow all relevant Standard Operating Procedures, as well as provide feedback to improve and ensure are up to date.</li><li>– Understanding of Quality Checks required in Dry End for all operational areas – via paperwork or Power Apps.</li><li>– Understanding and able to utilise Datanow (or Alternative)</li></ul>



## Cellar Operational Capability

- Ensure all lab and cellar operations are completed to customer requirements, on time and right first time. This includes ensuring that the lab and cellar activities conform to:
  - WineWorks quality standards,
  - ISO9001,
  - BRC Global Standard
  - WSMP (Wine Standards Management Practice).
- Ability to practically complete wine and beverage handling activities as required in the cellars and production. This includes, but is not limited to:
  - Completing wine transfers and additions to best industry practice.
  - Co-ordinating with laboratory as to status and movement of wines.
  - Identifying and labelling all wine vessels used for storing wine.
  - Completing all documentation and records associated with receipt, transfer, additions to wine and cleaning.
  - Assisting in beverage manufacturing.
- Ability to complete wine sampling and testing activities as required in the cellar, lab and production. This includes but is not limited to:
  - Taking representative samples of all incoming wines.
  - Measuring dissolved gases in the wine at the time of sampling.
  - Delivering wine samples to the laboratory in good time, and get extra samples as required.
  - Assisting with wine testing as needed.
- Ability to complete Tank Cleaning as required. This includes but:
  - Ensuring all tanks, tankers, VCs and other vessels are cleaned and sanitized either post or before use.
  - Ensuring all cleaning records are up to date and correct.
  - Monitoring amounts of cleaning chemicals and report when low.

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## Work Productively

- Work closely with the Night Shift Assistant Production Manager to ensure lines operate smoothly. This includes:
    - Completing any planned or unplanned cellar activities.
    - Assisting with any product testing that may be required.
    - Rotating and covering machinery operations in Production to complete planned and unplanned activities, including normal operations, unplanned absences, and smoko/lunch breaks. This may include forklift driving.
  - Support operations department in making sure production and cellar plan is adhered to and any changes are communicated to relevant staff
  - Complete all required paperwork accurately and legible.
  - Update with accuracy any power apps (or alternative) Quality and Operational checks in a timely manner,
  - Liaise with filler prior to and during runs to ensure optimal change over times and consistency between bottling/packaging spec sheets and schedules
  - Read and follow spec sheets to understand product specification requirements and nuances.
  - To minimise downtime and maximise efficiency, ensure machinery you are responsible for are setup to perform the tasks required – this includes but is not limited to:
    - Cellar equipment for pump jobs
    - Production equipment for packaging operations
  - Follow the Standard Operating Procedures (SOP's) each time.
  - Keep the work area tidy,
  - Maintain good relations with all staff members, and encourage teamwork
  - Convey to Engineering team improvements and repairs to equipment.
  - Work with Engineering team to ensure the preventative maintenance program is conducted
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Follows our Culture	<ul style="list-style-type: none"><li>– Champions our culture, promotes &amp; role models the values and behaviours at every opportunity.</li><li>– Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus.</li><li>– Actively engages in development opportunities to support this.</li><li>– Engages in health, safety, sustainability &amp; quality initiatives and seeks continuous improvement.</li><li>– Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements.</li><li>– Assists in projects to reduce our impact on the environment. Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents</li></ul>
Reliability	<ul style="list-style-type: none"><li>– Be at work and ready to work 5 minutes before the specified time.</li><li>– Communicate all absences to the Production Supervisor or Production Manager before the start of shift, giving as much time as possible to arrange cover.</li><li>– For smoko and meal breaks, be back at work within the allowed times.</li><li>– Government guidelines, which WineWorks adheres to, are 10 minutes for smoko and 30 minutes for meals. The frequency of these in a shift will depend on the length of shift.</li></ul>
Quality Systems	<ul style="list-style-type: none"><li>– To be aware that the cellars and production are responsible for 100% quality output.</li><li>– Ensure that any doubt or concern over the quality of product is raised with the Lead Techs Assistant Managers or Production Manager.</li><li>– Perform quality control checks as required</li><li>– Ensure that all products meet WineWork's specifications.</li></ul>
Personal Development	<ul style="list-style-type: none"><li>– Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities.</li><li>– Maintain a broad business and commercial perspective.</li><li>– Proactively identify methods to utilise this information for the benefit of the business.</li></ul>
Other duties – perform other duties as required	<ul style="list-style-type: none"><li>– Flexible &amp; willing to perform a variety of tasks.</li><li>– Willingly takes on additional tasks/responsibilities to assist the team and the client.</li><li>– Actively participates in matters/meetings affecting the business, their team or their department</li></ul>

## Work Complexity

Accountability	Complexity	People Responsibility	Relating to Others	Expertise
Contributory	Non-Complex Decision Making	No direct reports	First Level Persuasion	Practical



*Based upon Strategic Pay SP5 Job Evaluation Methodology*

## Leadership Competencies

Leading Self	Achieves Results	Builds Relationships and Values Difference	Being Adaptable
	Holding themselves accountable to meet their commitments	Building relationships through communication, valuing difference, and aligning with our values	Handling change and looking for better ways of doing things

## Skills, Knowledge, and Experience

- Cellar experience required
- Manufacturing experience preferred but not essential as full training will be given