



TOGETHER
BETTER
BEST



WineWorks Ltd

Position Description Wine Packaging Technician

Location	Auckland
Department:	Operations
Reports to:	Production Manager AM or Senior Production Team Leader (PM & NS)
Date of Issue:	May 2025
Working Relationships	
Internal:	Operations Team, Warehouse, Lab and Cellar Teams
External:	Clients
Authority	
Spending:	n/a
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

Wine Packaging Technicians support the hour-to-hour production lines to ensure the smooth process of wine handling from bottling line to finished goods pallet, delivering quality product through both fully automated and manual processes.

KEY TASK	EXPECTATIONS
Follows our Culture	– Champions our culture, promotes & role models the values and behaviours at every opportunity. – Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus. – Actively engages in development opportunities to support this. – Engages in health, safety, sustainability & quality initiatives and seeks continuous improvement. – Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements. – 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.
Bottling Operations	– Cleaning and sterilization – consistent and correct cleaning and sanitisation of bottling equipment to specified standard. – Accurately set up, run and close down the filtration, depalletising, rinsing, filling, capping, corking, printing, coding, conveyors, labelling, packing, palletising and inspection equipment for all compatible types of bottles, closures and cartons as per standard operating procedures. – Wine handling – demonstrate the ability to uphold wine quality and follow wine handling procedures consistently and correctly. – Troubleshooting – demonstrate initiative, logic and an eye for detail that ensures packaged wine leaves the bottling line in spec and of the highest standard. – Value-add and re-work – deliver consistent, efficient and high quality product that meet our clients expectations.
Documentation	Documentation –consistently follow the bottling specification correctly and in a timely manner. This involves the correct use, understanding and completion of- – Product specifications. – Related WineWorks procedures. – Bottling/packaging Order Forms. – Bottling/packaging Operation Sheets, pre bottling information and data collection during operation. – Product quality checklists and data recording pre, during and post bottling. – Non-conformance reporting. – Hygiene records. – H & S reporting.



Maintenance & Housekeeping

- Maintenance – demonstrate a level of mechanical aptitude such that machines can be adjusted, modified and repaired during bottling to ensure efficient running and high-quality product.
- Conduct maintenance of bottling/packaging equipment under the supervision of maintenance engineers or team leaders.
- Maintain the cleanliness of WineWorks vehicles and bottling/packaging equipment to a high standard.

Client Relationship

- Interact with clients in a professional manner.
- Provide proactive, timely and meaningful responses to client's queries
- Represent the client's needs to the team in a way that ensures they clearly understand the client's expectations

Personal Development

- Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities.
- Maintain a broad business and commercial perspective.
- Proactively identify methods to utilise this information for the benefit of the business.

Other duties – perform other duties as required

- Flexible & willing to perform a variety of tasks.
- Willingly takes on additional tasks/responsibilities to assist the team and the client.
- Actively participates in matters/meetings affecting the business, their team or their department

Work Complexity

Accountability	Complexity	People Responsibility	Relating to Others	Expertise
Minor	Routine Tasks – Set Procedures	No Direct Reports	Courtesy Plus	Practical

Based upon Strategic Pay SP5 Job Evaluation Methodology (for HR Reference Only)



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

- Experience of working in a Production Environment.
- A willingness to learn new skills.
- Tertiary education.