



together



better



best

**TOGETHER**  
**BETTER**  
**BEST**



# WineWorks Ltd

## Position Description Cellar Team Member

Location	Marlborough
Department:	Production
Reports to:	Cellar and Lab Team Leader
Date of Issue:	July 2025
Working Relationships	
Internal:	Lab, Cellar, Production and Quality Teams
External:	Wine Express, Transport Companies, Clients and Winemakers
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.



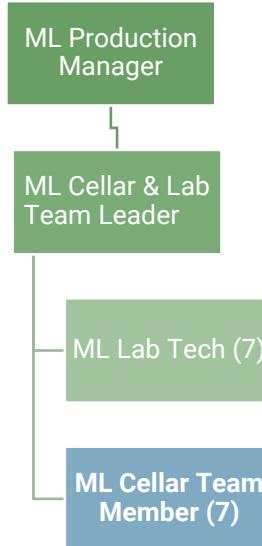
We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.



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 all product bottled by Wine Works Ltd is produced in line with the clients' specifications and to ensure that the quality is maintained.

To ensure that product is prepared for bottling according to the production schedule time frames.

To ensure the coordination of Truck movements are carried out in a safe and timely manner, BRC food safety certification requirements are adhered to, and all tankers are prepared and presented fit for purpose.

KEY TASK	EXPECTATIONS
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>
Cellar Tasks	<ul style="list-style-type: none"><li>Monitor and assist in the Cellar Scheduling and co-ordinate with Lab, Cellar, and Transport Teams.</li><li>To ensure the wine meets the customers' specifications.</li><li>Complete wine finishing as required, work with lab to ensure wine is Green Tagged prior to scheduled start time.</li><li>Perform additions, blending and transfers.</li><li>Ensure wine is ready and in the cellar in line with the production schedule.</li><li>Cellar duties which include but not limited to; tank/line CIP and sterilisation, plant hygiene and maintenance as required.</li></ul>



Cellar Tasks Continued	<ul style="list-style-type: none"><li>– The accurate documentation and recording of all processes in a timely manner.</li><li>– Inspect and review for quality and environmental standards.</li><li>– Recommend measures to improve productivity and product quality.</li><li>– Have a working knowledge of HACCP, Health and Safety regulations, CIP (Cleaning in Place).</li></ul>
Food Safety	<ul style="list-style-type: none"><li>– To follow the requirements of the site food safety and HACCP Plan. Knowledge of CCP's and training is required (For operations staff).</li><li>– Follow the requirements of food safety standards and certification standards, e.g. BRC Global Standard, WSMP, SWNZ and company policies and procedures.</li><li>– Ensure food safety, allergen and regulatory requirements are adhered to in all products.</li><li>– Carry out tasks in a hygienic manner that protects the products as per the hygiene policy.</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
Limited	Routine Processes with Existing Solutions	No Direct Reports	Courtesy Plus	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

- Previous Cellar experience an advantage.
- Forklift operations experience an advantage.