

MARTIN FAMILY

WINERIES & DISTILLERIES



Job Description

Job: Cellar Assistant (non-exempt)

Supervisor Title: Winemaker

Purpose of the Job

The Cellar Assistant assist the winemaking activities as needed; but not limited to all bulk processing and bottling, cleaning of tanks, floors, hoses, and equipment as well as making additions to tanks and performing filtrations.

Essential Job Functions

Duties: Performs general cellar duties including but not limited to:

- Assists the winemaking team in daily activities by completing detailed work orders
- Works on the bottling line in an operating and quality assurance capacity
- Performs winemaking tasks according to standard operation procedures with thoughtful attention to detail that enhances wine quality
- Follows work orders accurately
- Maintenance, cleaning, and sanitation of winery equipment, vessels, and facility

Knowledge and Skills Required

- Bachelor's degree, Associates degree, or relevant experience
- Enjoyment of physical work, detailed work
- Ability to work on feet for extended periods of time
- Willing to work alone, or part of a team
- Aptitude to operate all equipment associated with the production of wine

Certificates and licenses:

- Valid Driver's License
- Forklift certification

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and taste or smell. The employee is frequently required to climb or balance; stoop, kneel, crouch or crawl and talk and hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts. The employee is frequently exposed to wet or humid conditions (non-weather); work in high, precarious places and risk of electric shock. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions and vibration.

The noise level in the work environment is usually loud.

Work Schedule:

This position requires you to be available days, nights, weekends, and flexible during harvest (extended hours when needed)

I understand and agree to the duties and the expectations of my role as outlined in this job description.

This job description is not intended to all inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.

Employee Name

Employee Signature

Date