

# MARTIN FAMILY

## WINERIES & DISTILLERIES



### Job Description

**Job:** Winery Crew Member (non-exempt)

**Supervisor Title:** Principle

#### Purpose of the Job

Responsible to support company's warehouse operations and performs various warehouse activities

#### Essential Job Functions

##### Winery Crew Member duties:

- Process, package, labels and bottles product
- Organizes, stocks, and maintains inventory in tasting room and warehouses
- Inspects products for defects and damages
- Examine ingoing and outgoing shipments
- Organizes warehouse space
- Abide by all company safety regulations
- Communicating errors to relevant parties
- Marking and labeling stock
- Loading and wrapping stock on pallets
- Making deliveries, loading and unloading delivery vehicles
- Executes necessary repairs and light construction
- Maintains landscaping and lawn maintenance
- Contribute ideas on ways to improve or optimize warehouse procedures
- Keep warehouse and production buildings clean and organized daily

#### Knowledge and Skills Required

High school Diploma, and work experience as a general laborer, preferably in a warehouse.

- Good Moral character
- Strong people skills
- Positive work history and ability to maintain solid attendance
- Physically strong, agile and dexterous
- Team player with organizational skills
- Ability to lift or move heavy products
- **Certificates and Licenses:**
  - Valid drivers license
  - Fork lift 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 or more pounds.

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**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 a climate controlled environment. However on occasion, the employee may be exposed to outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals.

Noise level in work environment is usually moderate.

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**Work Schedule:**

A minimum of 40 hours per week is required, but more time may be required when needed. This position will require days, nights, weekends, and flexibility to work at our other locations when needed.

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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 be all inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.

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Employee Name

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Employee Signature

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Date