



# DOMAINE SERENE

## Domaine Serene Cellar Assistant

<b>TITLE: Cellar Assistant</b>	<b>DEPARTMENT: Production</b>
<b>STATUS: Non-Exempt/ Full time</b>	<b>DIRECT REPORTS: N/A</b>
<b>NUMBER OF HOURS PER WEEK: 40</b>	<b>REPORTS TO: Cellar Master</b>

Domaine Serene Winery is seeking a full time Cellar Assistant. This position will report to the Cellar Master and work closely with the entire winemaking team to produce wines of international significance.

### **Cellar Assistant Mission:**

The Cellar Assistant will be responsible for carrying out day-to-day operations performing tasks such as topping, transfers, filtration, forklifting, cleaning/sanitation and basic maintenance of equipment. They will also support bottling, shipping/receiving and warehouse operations. During the harvest season, the Cellar Assistant is expected to provide leadership and training for seasonal staff.

### **Core Position Expectations:**

- Cellar Activities such as wine movements, topping, additions and filtration.
- Cleaning, sanitizing and sterilizing all winery equipment and facilities.
- Forklift operation.
- Barrel work (cleaning & sanitation, receiving, tracking, filling, topping, racking, etc.)
- Harvest operations: vineyard sampling, fruit receipt and processing, cap management, additions, inoculations, pressing and barrel downs.
- Collecting samples.
- Assist in bottling operations.
- Assist in the direction and training of Harvest Interns.
- Basic equipment maintenance (hose repair, maintaining pumps, etc.).
- Assist in maintaining an accurate inventory of wine and winemaking supplies.

- Accurately follow and complete work orders and other documentation.
- Assist with warehouse operations and with the shipping and receiving of goods.
- Maintains a clean, tidy and safe working environment.
- Follows example set by Cellar Master and senior production employees regarding winery performance standards
- Participate in winery sustainability efforts

***Knowledge, Skills, and Abilities:***

- Self-motivated, good-humored, vigilant, adaptable, punctual and responsible.
- Able to work long and flexible hours, including nights and weekends, during peak times of the year (bottling and harvest).
- Has the ability to multi-task, work independently and within a team in a fast-paced, high-pressure environment while maintaining an emphasis on quality, efficiency and safety.
- Able to adapt and grow within a fast-paced and dynamic organization.
- Ability to understand and follow written and verbal instructions
- Operate a forklift with confidence and competence.
- Train and supervise seasonal staff during harvest

***Qualifications:***

- Demonstrate a clear passion for wine & the winemaking process.
- A desire to craft premium wines with a mindset for continuous improvement
- Approach tasks meticulously
- Commitment to excellence and obtaining high standards
- 1 to 2 years or more of wine production experience
- Be at least 21 years of age
- Have a valid driver's license and reliable personal transportation
- Be able to repeatedly lift at least 50 pounds
- Be able to speak and write clearly in English
- Enology, Viticulture or wine studies degree/certificate is a plus

This is a full-time hourly position. Domaine Serene offers a generous compensation package including paid leave + 10 holidays, medical insurance including dental and vision, a 401k plan and a yearly wine allocation. Domaine Serene is an equal opportunity employer. Pay rate DOE.

Please send resumes with a short cover letter to: [jarrod@domaineserene.com](mailto:jarrod@domaineserene.com)