



## Winery at Black Star Farms: Cellar Assistant

**PURPOSE:** Perform cellar activities that maximize wine quality

**PAY RATE:** Dependent upon experience

**CLASS:** Hourly, full-time permanent

**HOURS:** 35-40 hours/week most of the year, with mandatory overtime during harvest

**RESPONSIBILITY:** Assist winemaking team in all activities from harvest through bottling

**REPORTING TO:** Lee Lutes, Head Winemaker - Winery at Black Star Farms and Vladimir Banov, Production Winemaker – Winery at Black Star Farms Old Mission

### REQUIREMENTS

- Must be at least 21 years of age
- Proficiency in English
- Good reading, writing, and basic arithmetic skills
- Basic sensory knowledge of wine
- Must be reliable, self-motivated, willing to learn and improve, have a positive attitude and possess a good work ethic
- Ability to move and/or lift 50lbs safely
- Able to stand/walk for long hours
- Willingness to accept that job can be dirty with regards to grapes, wine, chemicals, lubricants, etc., and accept challenges associated with this position

### EXPECTATIONS

- Able to follow winemaking work orders and ask for help and/or clarification when needed
- Help maintain a clean and organized work environment
- Willing to make cleaning of winery and all related areas a high priority
- Proficient driving a forklift, or willing to become proficient
- Willing and able to work alone, or part of a team
- Flexibility in day-to-day activities, including working outside the winery
- Most work will be performed at the Old Mission location but may involve work at Suttons Bay location as well

*\* Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this job. Activities/duties/responsibilities may change at any time with or without notice.*





## Winery at Black Star Farms: Cellar Master

**PURPOSE:** Perform and oversee cellar operations, in coordination with winemaking activities in the physical winery

**PAY RATE:** Dependent upon experience

**CLASS:** Hourly, non-exempt permanent

**HOURS:** 35-40 hours/week most of the year, with mandatory overtime during harvest

**RESPONSIBILITY:** Execute cellar operations that are set by winemaker/manager; managing cellar staff and others in cellar environment; maintain equipment; manage cellar sanitation and general cleanliness.

**REPORTING TO:** Lee Lutes, Head Winemaker - Winery at Black Star Farms and Vladimir Banov, Production Winemaker – Winery at Black Star Farms Old Mission

### REQUIREMENTS

- Must be at least 21 years of age
- Proficiency in English
- Good reading, writing, and basic arithmetic skills
- Basic sensory knowledge of wine
- Knowledge of the winemaking process
- Maintain/service/fix equipment as needed (e.g. pumps, barrels) and/or schedule this work if an outside company is required
- Work with winemakers in planning schedule of cellar activities
- Verify cellar activities are recorded on daily work sheet, tank tags, and/or barrel tags
- Responsible for maintaining a clean and organized cellar environment
- Train cellar assistants and provide corrective feedback as needed
- Ability to move and/or lift 50lbs safely
- Able to stand/walk for long hours
- Willingness to accept that job can be dirty with regards to grapes, wine, chemicals, lubricants, etc., and accept challenges associated with this position

### EXPECTATIONS

- Able to follow winemaking work orders and ask for help and/or clarification when needed
- Willing to make cleaning of winery and all related areas a high priority
- Proficiency in driving a forklift
- Willing and able to work alone or part of a team





- Flexibility in day-to-day activities, including working outside the winery
- Most work will be performed at the Old Mission location but may involve work at Suttons Bay location as well

*\* Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this job. Activities/duties/responsibilities may change at any time with or without notice.*

