

**Position Title:** Cellar Master

**Location/Department:** Clos Du Bois Winery / Cellar

**Reports To:** Director, Operations

**Date:** 12/9/10

**Band:** E1

**Job Posting #:** 10-180

## **RESPONSIBILITIES:**

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### **Operations**

- Responsible for the day to day management of all Stainless, Barrel Cellar, and Crush operations at Clos du Bois.
- Supervises the implementation of standardized procedures for all Cellar operations including but not limited to, barrel management, stainless cellar, winery sanitation, 5S system, and the Skills Matrix.
- Recommends and implements ongoing process improvements that use state-of-the-art technology and best practices in winemaking to maximize productivity and efficiency and enhance the winery's position in the industry.
- Assures Cellar operations meet production volume goals. In collaboration with Winemaking, develops short and long-term work plans to ensure efficient utilization of full time and temporary staff.
- Makes recommendations and collaborates with the winemaking team in planning and scheduling of all Cellar activities for optimum efficiency and quality.
- Supervises the Cellar staff, via Cellar Supervisors, providing assistance with determining priorities for daily, weekly and monthly work.
- Manages the implementation of Career Development Program to enhance employee morale, job satisfaction and the work environment.
- Responsible for creating the Cellar staffs personal objectives and performance management program.
- Ensures that Cellar operations meet winery sanitation standards and equipment is fully functional.
- Keeps winemaking staff informed of potential production concerns regarding available resources, equipment repairs and bottlenecks.
- Works with the Corporate Safety Manager to ensure all mandatory safety programs are up-to-date and ongoing.
- Responsible for complying with the Company's hazardous material and safety procedures.
- Special projects and other responsibilities as assigned.

### **Financial**

- Assures Cellar operations meet financial, wine quality, and efficiency goals. Assists in the development of the annual Production operating and capital expense budgets as it relates to Cellar operations.
- Develops staffing budgets for regular cellar and crush activities to ensure production schedule can be achieved.
- Tracks and monitors employee headcount and makes recommendations for changes in required labor needs.
- Ensures that adequate supplies, materials and equipment are on hand to support department functions and for adherence to supply/budget targets.

- Approves purchases within delegated monetary authority level and approved operating budget.
- Adheres to all Constellation financial policies including but not limited to; Procure to Pay, Capital Purchasing and P-Card policies.

**Management/Leadership:**

- Manages all day-to-day Cellar activities via Cellar Supervisors.
  - Manages the Cellar Staff and assists in coordinating winemaking priorities.
  - Trains and develops Cellar staff in winery operations, including production planning and continual process improvement.
  - Serves as a resource and mentor to Cellar Supervisors in leadership and management.
  - Manages change in the Stainless, Barrel and Crush Operations, when implementing new initiatives and continuous improvement measures.
  - Promotes teamwork among the winemaking staff and operations employees.
  - Actively participates in the safety program. Ensures safety training schedule is adhered to for Cellar Departments. Participates on the Safety Committee. Ensures employee accountability for adherence to safety policies.
  - Demonstrates leadership and professionalism and serves as a role model.
  - Plays an instrumental role in the development of a company culture that is conducive to maximizing productivity and efficiency, promoting open communication, teamwork and a spirit of cooperation and effective management and employee relations.
- Responsible for compliance with CWUS sustainability policies and practices which are economically viable, socially acceptable and environmentally sound. This is done by supporting programs at each location for conservation, energy efficiency, and recycling, which are critical for our operations to achieve tangible environmental results.

**QUALIFICATIONS:**

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- BA or BS in Business Administration, Management or equivalent experience.
- Minimum of 3 years wine production experience with an emphasis in cellar operations required.
- 3-5 years of Supervisory and/or Management experience.
- Well-rounded knowledge of major aspects of winemaking operations, personnel supervision, scheduling workflow, equipment and facility maintenance, capacity planning, procedural practice and development.
- Bi-lingual (English/Spanish) communication skills preferred.
- Excellent (English) verbal and written communication skills required.
- Demonstrated ability to coordinate and document workflow.
- Ability to allocate personnel and equipment resources to ensure that production tasks are performed in a timely, efficient and safe manner
- Knowledge of safety regulations.
- Good supervisory, teamwork and organizational skills.
- Computer proficiency in Excel, Word, E-Mail and winemaking software

**PHYSICAL REQUIREMENTS / OTHER**

Working conditions in certain areas of the winery are cold, wet, slippery and noisy. Involves exposure to hazardous conditions. Irregular shifts, including graveyard, and long hours may be required.

Frequent walking, including going up and down stairs and ladders, dragging wine hoses and bending are required. Must be able to lift 50 lbs.

The physical requirements listed are representative of those that must be met by an employee to successfully perform the key responsibilities/essential functions. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **APPLICANT PROCEDURE:**

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All applicants must submit a cover letter with their resume to the following contact either electronically, by mail or facsimile:

**Veronica Jauregui, HR Manager**  
**19410 Geyserville Ave. Geyserville, CA 95441**  
**[veronica.jauregui@cwine.com](mailto:veronica.jauregui@cwine.com)**  
**EOE**

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