



## JOB DESCRIPTION

**Title:** Cellar Master, Lytton Springs  
**Reports to:** Asst. Winemaker  
**Category:** Full-time Salary, eligible for full benefits

### Overview

The primary responsibility of the Cellar Master at Ridge/Lytton Springs Winery is to receive written work orders from the Asst. Winemaker, clearly communicate these work orders to the Cellar Crew and ensure that all production work is performed accurately and according to quality protocols. The Cellar Master spends the majority of time in the cellar, working alongside the cellar team. The position requires skills in supervision, organization, and the ability to build positive/accountable relationships.

As a key part of the Lytton Springs Production team, the Cellar Master collaborates regularly with the Asst. Winemaker, the Maintenance Director, the Lab Tech and the Head Winemaker.

### Specific Duties and Responsibilities

#### 1) Continuous Duties:

- Daily coordination, with Asst. Winemaker, on production schedule and distribution, and execution of work-orders for all cellar activities such as racking, topping, filtering, and bottling
- Provide progress reports on status of cellar activities and keep the winery tank board up-to-date
- Keep in close touch with each cellar crewmember, assure they have what they need to execute their assignments.
- Collect and submit finished work orders to Asst. Winemaker. May also perform data entry into Winemaker's Database.
- Immediately escalate work performance concerns to Asst. Winemaker and/or Head Winemaker.
- Insure that safety standards are being followed and that all crewmembers use required safety gear. Advise Asst. Winemaker of any safety hazards and/or any needed material handling/safety supplies. Help coordinate annual safety training schedule with safety consultant.
- Assist winemakers with pulling samples and initiation/maintenance of cellar experiments.
- Regular participation in all cellar work.
- Maintain clean, organized cellar including equipment and tools.
- Track and maintain inventory of basic winery supplies including fittings, gaskets, valves, hoses, sanitation chemicals, citric acid, filtration media, etc.
- Alert Maintenance team of winery equipment service requirements. Keep a maintenance log for each wine pump.

# RIDGE

## VINEYARDS

- With the assistance of the Maintenance Director, become familiar enough with winery mechanical systems to make pre-approved setpoint adjustments and accurately report malfunctions to Maintenance Director and/or Assistant Technician. Mechanical systems include glycol chiller, water heater, associated pumps and frequency drives, air compressor, humidity control system, and Logix tank control system.
- Log monthly use of water, report info to Maintenance Director, and deliver monthly water qc sample to lab.

### 2. Bottling:

- Work with Winemaking and Maintenance with planning and organization of bottling activities.
- Participate in bottling including set up, sanitation, and all qc bottling protocols.
- Complete Bottling Line Preparation forms and check lists to insure that all supplies are confirmed prior to bottling, proper filtration protocols are followed and the line and bottling room are sanitized.
- Fill out daily bottling forms and deliver by end of each bottling day to Asst Winemaker.

### 3. Harvest:

- Support production team and assist Winemakers in coordination and logistics around bringing in grapes.
- Supervise all harvest production activities such as pump-overs, press operation, racking wine to barrel.
- Receive new barrels and assist team in transfer to cellar positions per cooperage plan for that vintage.

## **REQUIREMENTS / QUALIFICATIONS**

- Two years' experience working in a winery cellar.
- BA/BS Degree in a closely related field preferred
- Ability to communicate in written/spoken Spanish preferred
- Ability to direct and manage a 9-10 member cellar crew with constructive relationships and accountability
- Ability to Lift up to 50+ lbs. required
- Ability to work in cold, humid environment for lengthy periods of time
- Ability to work in hot, dry conditions outdoors following protocols for heat illness prevention
- Ability to work around high noise levels following hearing protection protocols
- Ability to work around machinery, electrical, hot water, steam, wine sanitation chemicals, sulfur dioxide (with safety gear used)
- Ability to walk up and down stairs and climb ladders up to 20 feet required
- Available to work during harvest schedule, which will exceed 40hrs a week, includes being available on Saturday or Sunday, or both depending on pace of harvest.