



Cellar Apprentice Job Description

Position Summary

The Cellar Apprentice position is an entry level, full-time position encompassing coursework with hands on experience with the winemaking process. Team members are expected to develop and learn the basic operations used in the cellar and lab while studying relevant courses at Lake Michigan College. The focus of this position is first and foremost cellar cleanliness and sanitization with proper winemaking skills being a close second. A cellar apprentice will develop and learn the skills needed to become an established cellar technician and earn their Journeyman credentials.

Winemaking Responsibilities

- General cleaning and sanitization of winery and equipment following standard operating procedures (SOP's).
- Transfer, rack, and filtration of wine and cider from tank to tank.
- Fill, stir, top, clean, steam, and maintain wine barrels.
- Addition of wine making additives to tanks or barrels according to winemaker's instructions.
- Filter wines using plate and frame, lenticular, and membrane filtration systems.
- Learn to spot and identify spoiling wine and bring to winemaker's attention.
- Learn to identify the conditions that lead to the spoiling of wine and how to properly care and eliminate these conditions.
- Maintain a high level of quality control during all processes.
- Harvest
 - Assist with receiving and processing fruit.
 - Crushing, pressing, sorting, etc.
 - Make proper additions to fruit and juice according to winemaker's instructions.
 - Assist with pump over and punch down operations on red fermentations.
 - Properly dispose of pomace and MOG; including being able to drive a tractor.
 - Stacking and organization of fruit bins.
 - Loading/unloading fruit trucks.
 - Weighing of fruit bins.

Packaging Responsibilities

- Assist on all packaging lines as the bottling lead instructs.
 - Loading empty glass or cans onto line.
 - Application of secondary packaging materials.
 - Packaging bottles and/or cans into cases.
 - Stacking cases onto pallets.
- Cleaning, sanitization, and maintenance of stainless steel kegs.
- High attention to detail as it relates to packaging, i.e., label spacing, membrane pressures, breakage on the line, date code application.
- Cleaning, sanitizing, and sterilizing packaging equipment.

Lab Responsibilities

- Sample wines and ferments in a sanitary and efficient manner.
- Monitor alcoholic fermentation and malo-lactic conversion conditions and analysis.



Warehouse Responsibilities

- Maintain additive and chemical inventories in an orderly fashion.
- Assist with pulling orders following the directive of the warehouse supervisor.
- Be able to record and track lot code and expiration data.
- Be able to follow “First In, First Out” (FIFO) protocols.

General Responsibilities

- Be able to operate a riding forklift.
- Assist with winery events; as needed, throughout the year.
- Any other reasonable task as outline by the winemaker or managers.
- Develop the ability to taste for quality in wine and be able to identify off aromas and flavors.
- Strong attention to detail and organizational skills.

Work Requirements

- Be at least 18 years old.
- Available to work up to 6 days/week and 12+ hours/day during the harvest season and occasionally throughout the year for event support.
- Valid driver’s license and have reliable transportation to our Fennville facility.
- Clear understanding of the English language.
- Basic math skills.
- Basic computer skills; including, Microsoft suite.
- Must be organized, self-motivated, and detail oriented with the ability to multi-task.
- Ability to lift 60 lbs., be on your feet most of the day, bend, squat, and climb stairs/ladders.
- Willingness to work hard, get wet and dirty, and clean meticulously.
- Must be legally authorized to work in the United States without an employer-sponsored petition for visa.
- Preferred qualifications-
 - Basic understanding of the Spanish language.
 - Ability to drive a sitting forklift, bonus points for a standing lift.
 - Understanding of chemistry and microbiology.
 - Past experience in a food production environment.
 - Experience with inventory and/or other specialized computer programs.
 - Maintenance experience.



Work Process Schedule

Responsibility	Description	Hours/Week	Hours/Year
Sanitation	<ul style="list-style-type: none"> - Perform cleaning and sanitation of tanks, pumps, hoses, packaging equipment while following company SOPs. - Maintain a clean and safe workspace. 	12	624
Winemaking	<ul style="list-style-type: none"> - Set up and operate pumps and hoses to transfer grapes, must, wine, and lees to tanks, bins, and barrels. - Prepare tanks, bins, and barrels for winemaking operations. - Prepare barrels for wine storage and/or ambient storage. - Perform winemaking tasks; such as racking, filtering, tank agitation, barrel topping and stirring. 	4	208
Packaging	<ul style="list-style-type: none"> - Set up and sterilize packaging equipment for use. - Assist on packaging operations; including, bottling, disgorging, canning, counter pressure filling, keg filling, bag-in-box filling. - Perform real time quality control of packaging materials and packaged products. - Load packaged product into cases and cases onto pallets. 	4	208
Harvest	<ul style="list-style-type: none"> - Set up and prepare crush pad and equipment for grape processing. - Assist with grape receiving, weighing, and sorting. - Operate crusher, destemmer, and press. - Perform timely additions in accordance with processing plans. - Manage and handle pomace and MOG. 	0-10	120
Materials Handling	<ul style="list-style-type: none"> - Perform yeast, bacteria, nutrient additions. - Amend must and juice using sugars, water, and acids. - Prepare and perform wine stability and fining agents. - Safely use pallet jacks, ladders, cat walks, riding and standing lift trucks. 	2.5	125
Lab	<ul style="list-style-type: none"> - Collect grape, juice, ferment, and wine samples for analysis in a sanitary and efficient manner. - Perform basic lab analysis on grapes, juice, and wine samples. - Perform bench trails and blending exercises. - Record analysis in a clear and concise manner. 	0.5-3	50
Warehousing	<ul style="list-style-type: none"> - Pull wine goods based on sales orders. - Perform labeling operations. - Analyze stock inventories and perform inventory control measures. - Follow First In, First Out (FIFO). 	2.5	125

FENN VALLEY
 VINEYARDS & WINE CELLAR

Responsibility	Description	Hours/ Week	Hours/ Year
Events	<ul style="list-style-type: none"> - Provide wine tastings and service to consumers. - Assist and perform tours to customers. - Assist with the duties of the specials events. 	0-8	100
	Total -	30	1560