



WINEHAVEN

WINEHAVEN WINERY, 9757 292ND STREET, CHISAGO CITY, MN 55013 USA
TELEPHONE 651-257-1017 WWW.WINEHAVEN.COM

Job Description: Wine Cellar Hand / Production Assistant

We are currently looking for a full time employee to join our staff primarily as an assistant to our winemaker that would include responsibilities in the vineyard and with our retail business at the winery. Our small, family winery is located 40 minutes north of the Twin Cities area in Chisago City, Minnesota.

Assistant to the Wine Maker - approximately 50% time

- All aspects of wine making including harvesting the grapes, crushing and pressing, and conducting fermentations.
- Wine making tasks including racking, pumping, filtering and blending of wines including managing hoses and wine making equipment
- Maintaining and operating cellar operations including sanitation
- Assisting in the evaluation and analysis of wines
- Aiding in the bottling of wines
- Other duties as they relate to the production of our wines

Vineyard Management – approximately 40% time

Providing supportive labor in the vineyard, including:

- Dormant pruning of grapevines
- Summer maintenance including weeding, trellising
- Monitoring grapevine diseases and pests including related record keeping
- Providing leadership in helping to manage our harvest work and crew

Retail and Tasting Room - approximately 10% time

- Welcoming our customers to the winery
- Pouring wine samples in our tasting room, providing education on our wines, wine making and vineyard practices to our customers
- Helping to set up and work winery events including wedding events
- Assisting in duties related to our retail operation including setting up the tasting room and visitor center for business operation
- Selling wine and other items in our store
- Proficient with a computer and ability to operate our POS system

Important considerations for the position include:

- Ability to follow directions and learn on the job
- Be physically capable of doing the work necessary
- Complete tasks timely and efficiently
- Work well with others and have the ability to work independently
- Work in various weather conditions
- Comfortable with talking and connecting to our customers
- Cellar or vineyard experience would be helpful but not necessary
- Being a part of our winery family with a positive attitude

Contributing factors:

- Required schedule 40 hours per week, Tuesday through Saturday
- Able to work occasionally on Sundays and a rare evening during harvest or for special events