

Job Title:

Director of Bottling Operations

Reports To:

General Manager - Operations

Position Summary:

Responsible for providing vision and strategy for company bottling objectives. Leads and directs all aspects of Bottling Operations including safety, quality, performance, budgeting. Leads employees in a way that effectively coaches, motivates and rewards team for performance.

Essential Duties and Responsibilities:

- Directs and leads people in a way that effectively coaches, motivates and rewards team for performance.
- Manage a staff of employees, including controlling employee workflow and delegating assignments to ensure the effective pursuit and completion of projects within budgetary guidelines while upholding high standards of excellence.
- Work with cross-functional team members in Packaging Procurement, Client Services, Laboratory and Quality Control/Assurance, Compliance, Maintenance, Planning and Human Resources to successfully execute the bottling function.
- Implement systems, processes and procedures for increased efficiencies through different productivity and cost containment methods.
- Create bottling capacity and staffing models while making recommendations for budgeting purposes.
- Evaluate and make recommendations for proposed capital projects, capital expenditure requests, and equipment purchases and leases.
- Interface with outside vendors regarding packaging suitability and troubleshooting.
- Participate in client services meetings, build relationships with customers and provide recommendations to Client Services Manager for client performance.
- Develop ongoing recommendations to reduce operating costs and improve operational efficiencies.
- Review, negotiate and make recommendations to enter contracts with equipment manufacturers.
- Ensure that the Bottling Schedule is sequenced and adhered to within the four-month window.
- Ensure accurate management of all incoming materials and outgoing cased goods.
- Works with and communicates closely with Bottling Maintenance with regards to daily maintenance needs as well as on-going maintenance improvement projects.
- Accountable for hiring, training, developing/mentoring, evaluating, counseling, discipline, of Bottling, Warehouse and Inventory Control personnel.
- Review and improve existing and proposed fee structures and pricing strategies.
- Contribute to and uphold FSSC 22000 standards and quality management system policies.
- Other duties as assigned.

Special Authorities:

- Removal or postponement of a client's project off the production schedule
- Determination/application of additional fees for production activities to client invoices
- Spending authorization up to \$35,000
- In partnership in HR and General Manager, hire and terminate employees
- Revise, amend SOP's

Qualifications:

- 10+ Years in a winery environment familiar with Cellar, Barrel, Bottling, Bottling Maintenance, Purchasing, Quality Assurance, Compliance, Warehouse, Inventory Management and Winemaking Operations
- Experience in bottling line configuration and design

- Demonstrated proficiency in leading, directing, supervising and motivating subordinates.
- Commitment to excellence and high standards
- Excellent written and oral communication and mathematical skills
- Ability to work with all levels of management
- Strong leadership, organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities
- Proficient on company-related software programs and e-mail
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills
- Good judgment with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Proficiency in speaking/writing English and Spanish a plus

Physical Demands:

Stand	F		Lift/Carry	
Walk	F		10 lbs or Less	F
Sit	F		11 – 20 lbs	F
Handling/Grasping (repetitive motions)	O		21 – 50 lbs	F
Reaching Above Shoulder	O		51 – 100 lbs	R
Reaching Outward	O		Over 100 lbs	R
Climb	R		Push/Pull	
Crawl	R		12 lbs or Less	F
Squat or Kneel	O		13 – 25 lbs	F
Bend	O		26 – 40 lbs	F
Working at the computer	F		41 – 100 lbs	R
Driving	O		Near Vision (closer than arm's length)	F
Respirator Use	O		Far Vision (farther than arm's length)	F
Other Personal Protective Equipment Use	O		Color Vision	N

Legend:

N (Not Applicable)	Activity is not applicable to this occupation.
R (Rarely)	Occupation requires this activity several times a month (not daily)
O (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5-5.5 hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities. Other tasks may be assigned as needed.

Reasonable Accommodations Statement:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.