

Job Title:

Laboratory Supervisor

Position Summary:

The Laboratory Supervisor primary goal is to lead a team in efficiently and accurately provide analytical services while meeting or exceeding our customers' expectations. Common sense, safety, quality, efficiency, communication, and teamwork are the keys to success. The ability to meet these goals and to fulfill the job's responsibilities will determine job advancement and merit awards. This position is dedicated to providing the highest level of customer service and accuracy while performing the following duties:

Essential Duties and Responsibilities:

- Receives, organizes, and procures all grape, juice, and wine samples in accordance with established guidelines and expectations from winemakers, clients, and staff. Supervises sampling programs and protocol, including bulk wine sale samples and samples requested by clients.
- Provides timely and accurate analyses, including alcohol, TA, VA, pH, conductivity, heat stability, color, sugar, M/L, FSO₂, specific gravity, filterability etc.
- Reviews analytical data to evaluate quality and accuracy
- Maintains accurate lab records and submits regular analytical reports with Microsoft Navision (NAV) as required.
- Generates and distributes specific work orders and instructions, as per winemakers' specific directions. Tank SO₂ additions is an example.
- Create blending or additive trials as requested by client or the Company's winemaking team.
- Maintains accurate laboratory chemical inventory and SDS sheets.
- Submit monthly reports detailing results from samples sent to outside analytical laboratories and in NAV when needed.
- Supervision, training, and oversight of assigned lab and sampling personnel, including full time Lab Technicians as well as any Temporary employees in the Lab, and the quality of their work. A particular emphasis is placed on asset management and minimizing wine losses/production errors.
- Provides specific assistance and logistical support to the Quality Assurance Department.
- Ensures the highest level of housekeeping, orderliness, cleanliness, and appearance of the lab and its contents at all times.
- Provides the proper level of support and oversight to ensure the highest levels of customer service, production, quality, and efficiency.
- Communicates and enforces company policies and safety guidelines with workers.
- Writes, reviews, and updates SOPS for laboratory department
- Recommends measures to improve production methods, performance, and product quality.
- Ability to maintain high departmental morale, motivation, productivity, and safety.
- Devises new techniques and uses of equipment to improve analytical precision, accuracy, and efficiency.
- Participate in weekly winemaking meetings when appropriate.
- Design, implement, carry out, and regularly update the Laboratory Procedure Manual.
- Ensure assigned workers have read, understand, and will carry out all departmental and safety procedures.

Qualifications:

- High level of organization
- Excellent leadership skills
- Ability to make sound decisions

- Minimum 5 years Analytical Laboratory and/or Enologist experience
- Ability to communicate effectively and professionally
- Strong computer skills, including Excel, Word, Outlook, NAV, specialty software
- Proficient in math skills

Physical Demands:

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

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.