



## POSITION DESCRIPTION

<b>Title:</b>	Harvest Forklift Driver
<b>Department:</b>	Production
<b>Reports To:</b>	Sparkling Cellar Supervisor
<b>Oversees:</b>	None
<b>Status:</b>	Part Time/Non-Exempt
<b>Version:</b>	August 2019

### SUMMARY:

The forklift driver supports the daily operations of all harvest operations. The forklift driver needs to be safe, efficient, organized, and has the ability to be detailed oriented.

### SOME OF THE ESSENTIAL DUTIES:

- Assist in staging daily grape deliveries
- Unload and load macro bins with and without grapes
- Perform and record daily forklift safety and operations check list at the start of each shift
- Responsible for keeping forklifts clean and in safe working condition i.e. checking water levels in batteries and filling as needed
- Reports any mechanical issues to the Sparkling Cellar Supervisor in a timely manner.
- Ensure that electric forklifts are charged and that propane lift tanks are full and ready for next shift.
- May be asked to perform various other production department tasks as needed.
- Knowledge of and commitment to observe safety procedures. Follow safe operating procedures, support safety programs and policies to safeguard personal safety, company property, environmental and team member's safety.
- Participates in training and safety programs to enhance job performance and knowledge.
- Responsible for compliance with Domaine Carneros sustainability policies and practices. This is done by supporting programs throughout the winery in conservation, energy efficiency, and recycling, which are critical for our operations to achieve tangible environmental sustainability results.

**QUALIFICATIONS:**

- To perform this job successfully, an individual must be able to perform each essential function from the list above satisfactorily.
- The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The physical requirements listed are representative of those that must be met by an employee to successfully perform the essential functions and key responsibilities of this position. Work conditions in certain areas of the vineyard, winery, and Visitor Center are cold, wet, slippery and/or noisy.

- Frequent walking, including over uneven ground and climbing up and down stairs and ladders are required. Ability to sit, stand, walk, climb stairs and ladders, bend, lift, twist, kneel, crouch, crawl, pull, push, carry, grasp, reach and stoop as needed, sometimes for extended periods, and to occasionally lift and carry heavy items up to 50 pounds (may be aided). Ability to work in small confined spaces.

**REQUIRED:**

- Knowledge of and commitment to observe safety procedures.
- 2 years prior fork lift experience
- Commitment to quality
- Basic knowledge of harvest work flow
- Ability to maintain cooperative and pleasant relationships with colleagues
- Basic math skills
- Ability to understand written and spoken English

**PREFERRED:**

- Spanish language skills
- Winery experience