

Stonefield Cellars Winery
8220 NC 68 North
Stokesdale, NC 27357

Seasonal Production Assistant

We are seeking an individual that is genuine, responsible, upbeat and highly motivated with a desire to learn and share wine knowledge, build relationships, and support the growing wine industry.

Position Summary:

This individual is responsible for supporting and working closely with the management team to promote and fulfill the company's mission statement and core values. Specifically, he/she will focus on the execution of Production logistics by assisting the Operations Manager and Winemaker with the duties surrounding winemaking, storage facilitation, and event setup/teardown.

Duties and Responsibilities:

A Production Assistant is specifically responsible for...

- Enthusiastically promoting and fulfilling the company's mission statement and core values
- Applying the principles of trust, honesty, respect, integrity, and commitment in daily work.
- Developing and maintaining a pleasurable, collegial, and educational work environment
- Displaying professionalism through one's language, appearance, and behavior
- Communicate effectively with the Management Team through one-on-one and team meetings, phone, and email correspondence to assure tasks or directives are implemented in a timely, thorough, and correct manner.
- Working flexible schedules in accordance with company needs.
- Efficiently performing in a fast pace environment through multi-tasking.
- Providing superior customer service as a face and voice of Stonefield Cellars Winery via in-person interactions, email and phone correspondence when needed.
- Keep up to date records of current wine case inventory.
- Restocking Tasting Room Wine, Beer, and Snacks Inventory.
- Assisting Management Team with the execution of Tasting Room and Private Party Rentals.
- Assisting in maintaining cleanliness, and organization of Tasting Room and related facilities, e.g., bathrooms, production room, patio, winery house kitchen and other rooms

as required, including but not limited to dish washing, sweeping, vacuuming, mopping, toilet cleaning, trash hauling, wall, mirror, and window cleaning, table cleaning (both inside and outside of building), and linen washing.

- Assisting in maintaining cleanliness and organization of the Production Room & Wine Storage Area.
- Assisting the Winemaker in the production of wine, e.g. crushing and pressing grapes, fermenting juice, barrel inventory, and the cleaning of winemaking equipment and tanks.
- Properly resolving customer and employee concerns/complaints/issues in accordance with company policies.
- Participating in winery events off premise when needed.

Job Requirements – A qualified applicant is expected to meet the following criteria:

- Over the age of 18; applicants over the age of 21 preferred
- Prior experience in the hospitality/wine industry OR has taken classes / is currently enrolled in a hospitality/winemaking education track.
- A passion for and knowledge of wine and wine production
- Highly organized with an attention to detail
- Proven ability to efficiently multitask and prioritize in a fast-paced, dynamic environment
- Proficiency in Microsoft Word and Excel
- Exceptional written and oral communication skills
- Able to lift and move 50 lbs
- Ability to stand for extended periods of time
- Ability to work weekends, evenings, and many holidays
- Willingness to work extended hours during busy season as needed

Application: To apply, all qualified and interested candidates should submit via email a cover letter, current resume, and preferably two references to Sarah at sswurz@stonefieldcellars.com.

Job Type: Casual Part-time; mostly evenings, weekend and some holiday hours. The winery is open to the public 12-6pm Thursday, Friday, Saturday, and 1-6pm Sunday.