



# NYETIMBER

PRODUCT OF ENGLAND

## PRODUCTION SUPERVISOR (Evening Shift)

<b>LOCATION:</b>	Crawley, West Sussex
<b>REPORTS TO:</b>	Cellar Manager
<b>HOURS:</b>	3.30pm – 1.45am (Monday – Thursday)
<b>RESPONSIBLE FOR:</b>	Evening Shift Cellar Hand(s), Winery and Warehouse Production Assistant(s)
<b>COMMUNICATORS:</b>	Head Winemaker Senior Winemaker, Technical Manager, Winemaker, Winery and Warehouse Production Assistant, Cellar Manager, Winemakers.
<b>MAIN PURPOSE:</b>	To be responsible for tasks related to high quality sparkling wine production.

### VALUES & MOTIVATORS:

#### PIONEER

Nyetimber is the pioneer of English Sparkling Wine and more. To be a pioneer means 'to not follow' and this spirit is central to how we all think and operate when setting out plans and direction for the brand.

#### EXCEPTIONAL

Exceptional goes beyond wine making, it extends to every touch point of the brand. At every possible opportunity Nyetimber should differentiate itself with faultless and high-quality execution and service.

#### JOIE DE VIVRE

A feeling of joy, happiness, and sophisticated love of life that will give us an emotional connection to our customers around the world.

### RESPONSIBILITIES:

#### General

- To lead and work in collaboration with all members of the winery team to ensure smooth operation of the winery and a positive work environment.
- Carry out all winery production operations accurately and in a timely fashion. These production activities will include working with both wine in tank and bottled stock.
- Able to independently operate bottling line, disgorging line, cross flow filter and heat exchanger in keeping with strict quality and hygiene standards.
- Actively promote and encourage safe and hygienic working practice amongst all members of the evening shift.
- Act as shift manager at harvest if required by line manager.
- Extras hours and complete flexibility over working days is required at crucial times of the year, especially Harvest (October).
- To maintain a safe, clean and tidy work environment at all times and act as a role model in that regard for temporary staff.
- To work at any of the Nyetimber production facilities as required.
- To show initiative in keeping up to date with personal training records and updates to winery Standard Operating Protocols and/or Risk Assessments.
- To undertake any prescribed training as required.
- Able to speak passionately and expertly about wine production at Nyetimber.
- Undertake other duties commensurate with the responsibilities of the role and any other reasonable management request.

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### **Production**

- Monitor production control and operational efficiency to eliminate bottlenecks in Production, achieving departmental targets.
- Ensure reliable high quality and accuracy of finished product, analysing production data for efficiency gains
- Work with the Cellar Manager to plan operations and completion dates for products, including, ensure appropriate material and supplies
- Work with the Cellar Manager and Winery Lead Maintenance Engineer to arrange maintenance needed
- Ensure the semi finished and finished products are inspected and stored accurately
- Be mindful of, and regularly assess Health and Safety compliance and flag or act on any observed deficiencies.

### **Supervisor**

- Allocate work schedules effectively to ensure efficient production
- Plan cost impacts of staff resources
- Monitor timekeeping and attendance of evening Cellar Hands – including break schedules
- Completing shift logs, quality records, or basic performance reporting
- Ensure team adheres to Standard Operating Procedures and Risk Assessments (SOPRAs) and Health and Safety regulations
- Overseeing quality checks and ensuring team compliance with quality standards
- Handle employee relations issues fairly and efficiently – involving HR when needed
- Train new joiners on winemaking tasks to the point where they could work with supervision.

### **Experience required:**

- Previous experience in a hands-on production, winery, beverage, food manufacturing, brewing or pharmaceutical environment.
- Experience supervising, coordinating or leading a small operational team on shift.
- Strong working knowledge of quality, hygiene, health & safety and GMP-style production standards.
- Experience operating or overseeing production machinery, ideally including bottling, filtration, disgorging, heat exchange or similar process equipment.
- Confident troubleshooting operational issues and making decisions in a fast-paced production environment.
- Comfortable working independently as the senior person on shift.
- Experience training, guiding or supporting junior colleagues or temporary staff.
- Forklift, first aid or fire marshal training would be advantageous, but training can be provided.

To apply for this role, please send an email to recruitment [here](#).