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| **Business name:** | *PJ’s Vineyard* | | **Date:** | *18th December 2020* | |
| **Position descriptions for workers responsible for the management of sustainability** | | | | | |
| **Position/Role/Job title** | | **Description and responsibilities of Position/Role/Job** | | | **Name of Worker(s)** |
| Vineyard Owner and Manager | | * Owner and manager - leads the team and is the ambassador for the estate. * Involvement in industry technical events such as workshops, field days and conferences. Oversee and nurture * Manages relationships with winery customers * Communicating with clients and employees about projects, expectations, and goals | | | John Walker |
| Viticulturist | | * Assist in all aspects daily operations involved in running on vineyard * Conduct daily checks of operational activities * Daily inspections of product quality ensuring specification parameters are met and liaising with management if not met. * Maintain, update review, and verify Freshcare system monitoring records * Participate in production duties as necessary and actively involved in continuous improvement. * Vine management * Chemical management * Harvest management | | | David Walker |
| Viticultural operations manager | | * Responsible for care and maintenance of machinery & equipment * WH&S compliance ensuring all work activities are carried out in accordance with company procedures and policies * First Aid * Irrigation and trellis maintenance * Machinery operations * Manages and oversees contract labour and suppliers | | | Dane Van |

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| **Position/Role/Job title** | **Description and responsibilities of Position/Role/Job** | **Name of Worker(s)** |
| Vineyard Supervisor | * Delegating tasks to appropriate team members * Cultivating and fertilising soil * Canopy management, irrigating and harvesting * Administration such as accounts and payroll | Melanie Quill |
| Spray Contractor | * Controls weed growth, insects, fungus growth and diseases with chemicals. | Alex Grim |
| Manual laborers – Contracted | * Training and pruning vines, shoot and bunch thinning * Picking grapes * Selects and picks grapes according to size and ripeness and discards rotting and over ripened produce. | Loyd Fall  Greg Walls  Louise Bell |
| Vineyard operators - Tractor drivers | * Loads filled grape bins onto trucks * Tractor driving vineyard experience * Vine training, wire lifting, trellis maintenance and pruning as required. * Slashing and spraying * Waste management | Greg Powell |