



RATHFINNY

JOB DESCRIPTION

POSITION	Stock Controller
LOCATION	Rathfinny Wine Estate, Alfriston, BN26 5TU, East Sussex
MANAGER	Production Manager

PURPOSE OF POSITION

This position involves the active participation in the management and reporting of stock for the production facilities at the Rathfinny Wine Estate, leading to the successful, safe, and profitable production of wine. Stock management is primarily focussed on Rathfinny Estate sparkling wines but also includes Cradle Valley still wines and Seven Sisters drinks.

CULTURE AND CONDUCT

At Rathfinny Estate we are committed to producing exceptional wines and experiences, enjoyed the world over, that reveal the character of our family Estate in Sussex, using methods that are kind to our land, people, community, and wider environment.

To deliver this commitment we foster an environment of high-performance and a culture of excellence which drives the production of exceptional quality products which are safe, legal, and authentic, as well as providing excellent customer service.

All staff are expected to:

- Engage in the ongoing process of continual improvement in all aspects of quality, safety, authenticity, and legality.
- Utilise skills, knowledge, and experience to suggest ways to solve problems and improve processes.
- Work with enthusiasm and professionalism.
- Treat colleagues with respect and kindness.
- Be friendly, helpful, and cheerful with the team and the public.
- Communicate openly and behave in an ethical, honest, and fair way.

PRIMARY RESPONSIBILITIES

STOCK HANDLING OPERATIONS

Stock Controller will actively participate in all stock handling operations (part-made bottles, finished bottles, cases, pallets):

- Control and warehousing of stock held on site.
- Movement of stock during production operations including bottling, transfers, riddling, disgorging, labelling, and reworking.
- Preparation and dispatch of stock including picking, packing, booking-in, labelling and local deliveries of stock to wholesale, retail, private customers as well as press and trade.
- Loading stock onto trucks and into containers.

Stock handling operations will require both individual and team tasks. Stock Controller will be expected to ensure work is completed as instructed, thoroughly, efficiently and in a timely manner.



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Stock handling will include repetitive manual handling of wine in bottles and cases (up to 16kg).

Working patterns during peak periods and time-critical operations (such as sparkling wine bottling) may need to be adjusted without notice to take into consideration weather, breakdowns, and other operational issues. This may occasionally require extended work hours and flexible start & finish times, including weekends.

STOCK CONTROL AND RELATED ADMINISTRATION

Stock Controller will actively manage and participate in all stock control operations including:

- Leading monthly physical stock count (part-made bottles, finished bottles, cases, pallets), and investigating any discrepancies prior to sign-off.
- Maintaining dispatch records with RWE's winery management system (Vintrace).
- Recording changes to bottled stock levels on RWE's stock movement ledger.
- Assisting with the generation of sales paperwork (invoices, delivery notes, pallet ID, export documents).
- Logging duty-in-suspense movements (EMCS, simplified procedures) for finished stock under bond, part-made wine, and finished wine in bulk.

Stock Controller will actively assist in the accurate completion of stock records including:

- Completing records and reports in relation to stock operations such as stock loss, stock allocations, demand planning, productivity.
- Reporting in a timely manner any concerns regarding stock loss, stock levels and stock expiry to Production Manager.
- Keeping appropriate records of any accidents or incidents in area of responsibility.
- Proactively contributing to the further development of stock control procedures and records.

DUTY:

Stock Controller will actively manage and participate in all duty-related operations including:

- Segregation and control of duty-paid and duty-in suspense stock.
- Recording duty status of all stock dispatch, receipt and loss.
- Reconciling duty payments:
 - EX606 duty return.
 - Spirits duty reports and requests (W1/W5).
 - Management of domestic allowance of duty-free consumption on the estate.

UNIFORM AND POINT OF SALE MATERIAL (POS) HANDLING, CONTROL AND STORAGE

Stock Controller will actively manage and participate in all POS and staff uniform operations including:

- Receipt, movement, storage and dispatch of POS material and staff uniform.
- Stock control and stocktaking of POS and uniform.



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- Completing records and reports in relation to POS and uniform.
- Reporting in a timely manner any concerns regarding POS, uniform including stock levels, damage, re-ordering.

Proactive control and storage, to ensure all materials are high quality, fit for purpose.

PRODUCTION INPUT MATERIAL HANDLING

Stock Controller will actively participate in all packaging and production input material operations including:

- Receiving, movement, storage of packaging inputs (primary, secondary, tertiary), production inputs (additives).
- Assisting stock counts of packaging and production inputs as requested by production manager.

PRODUCTION WASTE HANDLING, CONTROL AND STORAGE

Stock Controller will actively manage and participate in all production waste operations including:

- Collection, movement, and storage of production waste products (plastic film, cardboard, glass)
- Disposal of production waste products in support of food safety and zero-to-landfill ambitions.
- Maintenance, updating and reporting Producer responsibility (PR) and Extend Producer Responsibility (EPR) records.

PRODUCTION & WINEMAKING

Actively participates in the wider Rathfinny Wine Estate operations including:

- Additional assistance to production operations when necessary.
- Additional assistance as required to winemaking operations during peak periods such as harvest grape receive and processing.

HYGIENE, FOOD DEFENCE, HOUSEKEEPING & SECURITY

Stock Controller will abide by the Food safety and personal hygiene policy for Rathfinny Wine Estate.

Stock Controller will actively protect products from risk related to food safety or quality resulting from accidental or malicious actions (HACCP & TACCP) including reporting any practice or situation which may lead to unsafe food as well as challenging any instances of access to food areas by unauthorised people.

Stock Controller will actively participate in the Hygiene, Food defence, Housekeeping, Security, and Protection of all the winery assets, including:

- Wine in storage.
- Buildings in the production department.
- Other company property.

Stock Controller will maintain a high standard of cleanliness and organisation in and around the areas in which they work, based on TAYGO (Tidy as You Go) principles.



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Stock Controller will lead and participate in regular documented inspections of premises to ensure food safety standards are met.

Stock Controller will be provided appropriate training and food protective clothing (FPC) to allow them to produce safe and quality wines and drinks.

Stock Controller will undertake any task and duties delegated by management to support the winery team in maintaining site standards and systems that satisfy BRC food-safety standards.

SAFETY AND CONDUCT

Abide by the Health and Safety policy for Rathfinny Wine Estate.

Actively participate in the provision of a safe, professional work environment, including by:

- Complying with all applicable Health & Safety regulations and instructions.
- Always operating with a high level of safety.
- Reporting in a timely manner any practice or situation which you believe to be unsafe.
- Operating in accordance with safe working procedures.
- Assisting in the communication of safety policies and procedures via example, instruction, training, signs, and notices as appropriate within all areas of production.
- Assisting in ensuring that all staff, contractors, and visitors comply with appropriate health and safety regulations and procedures.
- Contributing to safety management system which include standard operating procedures, safe working practices, risk and COSSH assessment.

Stock Controller will be provided appropriate training and personal protective equipment (PPE) to allow them to work efficiently and safely in this working environment.

WORKING ENVIRONMENT

As part of the job role, Stock Controller may be required to:

- Work at cool temperatures (typically 14°C)
- Work around and with cleaning chemicals and other substances hazardous to health.
- Work around and with sulphur dioxide SO₂ (allergen)
- Work in a noisy environment.
- Periodically operate complex wine production machinery
- Work in wet and slippery environments.
- Periodically conduct repetitive tasks such as cleaning, labelling, loading/unloading

Stock Controller will be required to work around and with powered vehicles including:

- Forklift and attachments
- Powered pallet truck
- Motorised Scrubber-dryer
- Delivery vehicles



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ADDITIONAL DUTIES

Actively participate in the wider Rathfinny Wine Estate business by participating in meetings and committees as required.

There will be times when you may be required to undertake additional tasks, duties, and responsibilities within your capabilities. Rathfinny Wine Estate reserves the right to vary your tasks, duties, and responsibilities at any time and from time to time according to the needs of the Company's business. However, you will not be assigned to duties or required to perform services which you cannot reasonably perform, or which are outside the range of your normal skills and experience.

B CORPORATION

Actively participate in B Corp certification and the adoption of the highest standard in social and environmental performance, public transparency, and legal accountability to balance profit and purpose. The winery team will discuss their annual targets and as a member of that team, you will be expected to contribute to them.

EVERYONE IS WELCOME

Rathfinny is an equal opportunities employer and actively supports Human Rights, and all Equality legislation. Our ethos is to respect and value people's differences, to help everyone achieve more at work as well as in their personal lives so that they feel proud of the part they play in our success.

We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements. We are committed to the fair treatment of our staff, potential staff, or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background.