

DiGrazia Vineyards and Winery
131 Tower Road
Brookfield, Connecticut 06804
203.775.1616

Employee Handbook 2012

About Our Winery

DiGrazia Vineyards was founded in 1978 and is dedicated to producing premium wines of quality and unique variety. Over 18 wines are offered, ranging from dry to sweet, using estate grown grapes, local fruits and honey. Our two vineyard sites are established on high sloping hills to maximize growing potential and grapes grown lead to crisp flavorful wines. Nine varieties of hybrid and native American wine grapes are planted.

About Our Wines

Dr. DiGrazia, founder and winemaker, is widely known for his clean, crisp style of winemaking and his innovative flair. He has been intensively involved in the production of high antioxidant wines. A wide range of table and dessert wines are offered at DiGrazia Vineyards including whites, blushes, reds, nouveau, spiced pumpkin, red and white port and other unique wines. They are also available in Connecticut Package stores and by mail. In addition to our fine wines and specialty wines, we produce and sell two church wines- the Passion of Christ and the Body of Christ.

Winery Hours

May 1st- December 31st Monday through Sunday 11:00am-5:00pm. January 1st- April 30th Saturday and Sunday. Connecticut Law requires all wineries to remain closed two days per year, Christmas Day and New Year's Day.

Winery Policies

- 1.) There is a 15% discount on cases- cases can be mixed.
- 2.) Customers may purchase a glass or bottle of our wine. We ask that any unfinished bottle be bagged and sealed before leaving the winery premise.
- 3.) We are a dog friendly farm winery.
- 4.) We encourage picnicking on the winery property and premise.

Special Events/Wine Tastings

- 1.) Special events/Group events at winery
- 2.) Wine tastings off site
- 3.) Connecticut Wine Festival- the last weekend of July
- 4.) Wine tastings- please note wine glass is not included with wine tasting

Telephone Messages

We supply wine to 250 wine and liquor stores statewide. In addition, donations are made to companies and a variety of organizations. It is important to have accurate communication and telephone messages as needed. Please see telephone message form.

Winery Contact Information

In the event of inclement weather, a personal emergency or a question while working at the winery, you may call any of the following telephone numbers to reach one of us. If you do not reach us please leave a message and we will call you as soon as possible.

Mark's e-mail- marklangford@prodigy.net

DiGrazia Vineyards & Winery

Telephone Directory



Winery/House	(203)775-1616
Winery Fax	(203)775-3195
Dr. DiGrazia Home	(203)775-1616
Dr. DiGrazia Beeper	(203)207-2003
Dr. DiGrazia Office	(203)740-0515
Mark Cell	(203)417-8172
Mark Home	(203)546-8172

Dress Code

We are a family run farm winery, dress is comfortable casual. However, more formal dress may be required for special events held at the winery.

Job Responsibilities

- 1.) Wine tastings- please note wine glass is not included with wine tasting
- 2.) Washing/Cleaning wine glasses
- 3.) Bottling wine- as needed, Saturday and Sunday morning beginning at 8:00-8:30am and finishing by 11:00am
- 4.) Cardboard recycling (recycling dumpster in parking lot)
- 5.) Empty wine bottle recycling (recycling dumpster in parking lot)
- 6.) Emptying the trash- bathroom and bar (trash dumpster in parking lot)
- 7.) Cash register- please note 15% case discount on full or mixed cases of our wine
- 8.) Cleaning- tasting room bar counter, gift shop, glass shelves, bathroom, sales room floor, patio and lawn tables

(Job Responsibilities Continued)

- 9.) Special events
- 10.) Stocking wine racks- tasting floor racks and bar racks
- 11.) Telephone messages- complete the telephone message sheet

Winery Miscellaneous/Routines

- 1.) All wine bottles used for the tasting room must be recorded on our winery inventory sheet after opened
- 2.) We ship wine to three states (California, Florida and Connecticut)

Gift Certificates

- 1.) Gift certificates are available in any denomination, and no sales tax is charged upon purchase.
- 2.) Sales tax is applied at the time gift certificate is redeemed or upon purchase of our wine.
- 3.) Gift certificates do not have an expiration date.
- 4.) Request the name and zip code of the purchaser, and record the information on the gift certificate record sheet- located in the register or the second drawer of the dresser.