Job Description

Job Title: Cellar Person

Department: Catering

Responsible to: Catering Manager

Purpose of Job: To manage the day to day operations of the Fellows and Pantry wine cellars, ensuring proper storage, distribution and record keeping. To work with the Catering Manager and Food and Wine Steward to ensure correct provisioning from the Cellars and stores to events.

Duties and responsibilities:

- To pick wines/beverages based on daily requirements, return unused stock while accurately recording stock movements.
- Receive deliveries of wine both in the Fellows’ Cellar and Pantry Cellar.
- Maintain the cellars in an appropriate way, taking pride in the wine curation.
- Create consumption sheets and scribes where appropriate, with the intention to move to direct invoicing in the future.
- To maintain the security of the cellars.
- To complete monthly consumption reporting.
- Work with the Catering Manager to implement and develop the proposed new wine stock management system.
- Ensure wine is of the correct quality and decanting for events where necessary.
- Assist the College Butler in developing the Pantry Team’s wine knowledge.
- Be present at College Feasts assisting the Butler’s Team to present and serve the wine appropriately.
- To make wine pairings and recommendations once established in the role.
- Work with the College Butler to assist in the movement of Silver.
- Work with the kitchen store person to accept pantry deliveries and ensure correct storage.
- To undertake further wine qualifications where needed.
- When cellar workload is low, assist the Butlers team in event preparations.

Health and Safety

- All staff must adopt a responsible and proactive attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

College Staff Values

- To uphold the College Staff Values: **Excellence, Collaboration, Respect and Creativity.**

The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the College Butler. The list of duties may be subject to revision at the end of the probationary period.
## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
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<td>Basic food hygiene certificate. WSET level 2 or above</td>
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<tr>
<td><strong>Knowledge/Experience</strong></td>
<td>Demonstrable experience working with wines and stock management.</td>
<td>Current hospitality and food trends. WSET certification.</td>
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<td><strong>IT Skills</strong></td>
<td>Working knowledge of Microsoft Office including Outlook for emails and Microsoft Excel.</td>
<td>Knowledge of stock management systems</td>
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<td><strong>Skills</strong></td>
<td>Good level of numeracy. Ability to work without supervision. Well organised with a pride in being prepared.</td>
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<td><strong>Personal Qualities</strong></td>
<td>Clean and tidy appearance. Good timekeeping. Good understanding of written and verbal English.</td>
<td>Flexible attitude to work patterns.</td>
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<td><strong>Physical/Special Requirements</strong></td>
<td>Due to the age and layout of the College, there are a number of steep staircases and areas of restricted access. Heavy lifting of materials, especially boxed wine is required.</td>
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*This job description will be reviewed periodically when additions and amendments may be made.*