Job Description

Job Title: Wine Cellar Manager (part time)
Department: Catering and Conference
Reporting to: Manciple
Responsible for: n/a
Work closely with: Kitchen and Front of House teams, Roost team and Conference office
Location: Jesus College, Cambridge
Hours: 15 hours per week – split across 3 or 4 mornings depending on business weekly requirements. On occasions such as for large College events, some evening work maybe required.
Holidays: Pro-rata of 25 days annual leave, plus 8 bank holidays. On occasion it may be necessary to work extra hours which will be claimed as time off in lieu.
Salary range: In the region of £16 per hour (pay award pending)

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Job Summary

The main remit for the job holder is to manage the efficient running of the College cellars. Working as part of the catering team, they will be responsible for all aspects of wine management for the College including purchasing, storing and issuing wines. They will be expected to liaise closely with the Fellows’ Steward and Manciple to make recommendations on the management of the wines in stock. To be successful in the role, ability to work in a physical environment and having strong administrative, communication and computer-based works skills are required as well as the ability to plan work independently depending on the daily priorities.

Main Duties and Responsibilities

- Manage the College’s wine cellars, ensuring that wines are stored in optimum and secure conditions and that appropriate stock ordering, recording, stock taking, and control mechanisms are followed.
- Place and receive wine orders and store securely.
- Prepare issue sheets for functions in accordance with requirements.
- Manage stock in and out in accordance with consumption during functions.
- Oversee the preparation and serving of wines at key events, liaising with the Food and Beverage Manager and Butler, and be on duty for major events within the College as required.
• To manage the administrative tasks of wine management.
• Assist in choosing Fellows’ wines for High Table, College events and Dinners, in consultation with the Fellows’ Steward.
• To work with the Fellows’ Steward, Wine Committee and Manciple in developing and implementing the College’s wine strategy.
• To create and maintain all wine lists and to provide wine descriptions, tasting notes and guidance as required.
• To source, sample and order new wines from producers and merchants for the conference wine list.
• To monitor levels of external business and maintain suitable stock levels.
• To be responsible for bin ends sales for the College

**Additional Duties and Responsibilities**

• Support the Food and Beverage Manager with training of front of house staff on wine knowledge and wine serving.
• Any other task as may be required from time to time as directed by the Manciple and Food and Beverage Manager, commensurate with the role, level of responsibility and person specification.

**The successful candidate should be able:**

• To demonstrate a passion for wines and food and ambition to keep abreast of trends within the wine industry.
• To lead by example, be able to work with minimum supervision and be approachable.
• To follow service standards and have an excellent attention to details.
• To demonstrate good administrative skills and strong use of computer-based systems.
• To want to develop him/herself and keep up with industry trends and have an ambition to grow.

**And have:**

• Relevant qualifications (WSET) OR willingness to undertake industry qualifications.
• Experience of working in a first-class front of house hospitality environment and a passion to deliver exceptional customer service in a results-based environment.
• Excellent communication and interpersonal skills.
• A problem-solving attitude and strong organisational skills with the ability to plan and prioritise work.
• Strong IT skills, preferably with experience of a stock control system.
• Experience of procurement.
**Benefits**

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary.
- Membership of a healthcare cash plan.
- 33 days holiday plus bank holidays (pro-rata for part-time staff)
- Free daily staff lunch when in College.
- Access to a range of family friendly policies and welfare support services, including maternity coaching.
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events.
- Generous sick leave allowance
- Cycle to work scheme.
- Use of the College Gym, Tennis courts and Library.

**Probation period**

- The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be one months’ notice on either side.

**Equal Opportunities and Data Protection**

- The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
- The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

**How to apply**

- Please download and complete our College Application and Equal Opportunities Forms, which can be found online at [www.jesus.cam.ac.uk/college/people/vacancies](http://www.jesus.cam.ac.uk/college/people/vacancies)
- Completed forms along with a copy of your CV and Covering Letter setting out your suitability for this post, must arrive by 12 noon on Monday 29 July 2024. Please send completed forms to HR Department at [jobs@jesus.cam.ac.uk](mailto:jobs@jesus.cam.ac.uk).