



CHRIST CHURCH
UNIVERSITY OF OXFORD

Job Description

TITLE: Bars and Cellar Person

GENERAL: Christ Church expects its staff to provide a *high* level of service in their role when undertaking their duties as designated by the Buttery & Wine Cellar Manager and the Deputy Buttery & Wine Cellar Manager.

Should it be necessary, for the smooth operation of Christ Church, you will from time to time be expected to work in different areas of the premises. Flexibility is a pre-requisite of the post.

ACCOUNTABILITY: to the Buttery & Wine Cellar Manager.

HOURS: As per your Statement of Main terms (SMT) however, as stated in your contract you will be required to work additional hours when authorised and as necessitated by the needs of Christ Church. [Additional hours will include some evening and weekend work as required throughout the year and particularly during conference periods as per the instructions/roster set out by the Buttery & Wine Cellar Manager and Deputy Buttery & Wine Cellar Manager.]

DUTIES:

- i. Providing a high level customer service in the Buttery and Undercroft and at receptions and functions in a friendly and professional manner and maintain a safe environment at student events.
- ii. Supporting the management of a major cellar and assisting with the provision of wines at dinners, private functions, college banquets, conferences and other events.
- iii. Supervision of JCR events.
- iv. Ensure correct charges are made and payment received using the till.
- v. Operate good stock controls to ensure minimum wastage.
- vi. Stocking up bars and cellaring wine deliveries.
- vii. Receiving supplier deliveries.
- viii. All cleaning duties.
- ix. To follow health and safety procedures to ensure welfare of both staff and customers.
- x. To undertake training.
- xi. Any other duties commensurate with the role.

Other Notes:

- a) You have a duty to comply with Health & Safety Regulations, including COSHH and correct use of PPE (Personal Protective Equipment) at all times. If you are unsure about anything please ask the Buttery & Wine Cellar Manager.
- b) It is important that you are always economical in the use of products and energy (do not over-stock on cleaning materials; turn off all lights, turn down heating and close windows when leaving rooms if a room is empty).
- c) To play your part in providing an inclusive working environment, promoting a positive attitude and pride in your work!

This list represents the principal duties only of the Bars and Cellar Person and flexibility and a willingness to help wherever required are both very important facets of the role. The Bars and Cellar Person can call upon the Buttery & Wine Cellar Manager to assist in resolving problems if in any doubt as to the course of action to be taken.

Please refer to the Employee Handbook and/or your Statement of Main Terms for matters relating to benefits.