



# CHRIST CHURCH

UNIVERSITY OF OXFORD

## Deputy Buttery and Wine Cellar Manager Job Description

<b>TITLE:</b>	Deputy Buttery & Wine Cellar Manager
<b>REPORTS TO:</b>	Buttery & Wine Cellar Manager
<b>SALARY:</b>	£25,138 to £28,759 pa plus College benefits, Grade 4
<b>HOURS:</b>	This role is for 39 hours per week, on a flexible rota. There will be some evenings and weekend work

### MAIN RESPONSIBILITIES:

The Buttery and Wine Cellar Team are responsible for the Christ Church cellars, including the purchase of stock, the College bars and for assisting in the service of alcohol (including selling alcohol as required).

This role works closely with the Buttery and Wine Cellar Manager in whose absence this role will be responsible for this area of College, including the small Buttery Team.

### MAIN DUTIES:

- Deputising for the Buttery and Wine Cellar Manager in their absence
- Run and oversee the team in the Buttery and Undercroft College bars, ensuring a high standard of customer service is maintained
- Ensure the appropriate supply and service of alcoholic and non-alcoholic drinks is maintained at these the College bars, at functions, receptions and banquets at all times
- Sell wine to staff, students and visitors, as appropriate, at events and dinners
- Carry out regular audits of the stock through frequent stock checks, and follow codes of practice to keep good stock control
- Conduct all necessary risk assessments to ensure staff and visitors are safe while on the premises.

- Maintain high levels of presentation and hygiene within the bars keeping all cleaning documentation up to date
- Follow health and safety procedures to ensure welfare of both staff and customers
- Prepare the rotas to ensure the appropriate scheduling of the bar team to maintain adequate cover
- Support the Buttery and Wine Cellar Manager in the training and coaching of the Bar team with regard presentation, knowledge and service
- Undertake appropriate training as and when needed
- Any other duties commensurate with the role as and when required.

## **KNOWLEDGE, SKILLS & EXPERIENCE:**

### **Essential**

- An interest and enthusiasm for working with wines, beers and cocktails with previous experience of working in a busy bar environment, preferably in a supervisory capacity
- Hold a Wine and Spirit Education Trust (WSET) qualification Level 2, applicants working towards this qualification will be considered
- Demonstrably high standards of both personal and bar presentation
- Good customer service with a friendly attitude to customers but able to take a firm line when it is appropriate to the situation
- Ability to work collaboratively within a team, assisting colleagues as required
- Excellent inter-personal skills and ability to work with a variety of customers e.g. students and conference guests
- Good organisational skills and the ability to maintain accurate administrative records
- A flexible, 'can-do' attitude towards all aspects of the role
- Good IT literacy, particularly in Excel and Word
- Good financial acumen, including the ability to use a till
- As this role is expected to be an alcohol licence holder, the successful completion of a DBS check will be required as part of the licence application process.

### **Desirable**

- Experience of working in a hotel background
- Barista experience