EMMANUEL COLLEGE

**JOB TITLE**  
Cellar Assistant

**LINE MANAGER**  
Front of House Manager

**JOB OBJECTIVES**  
To ensure that the department’s liquor stocks are ordered, stored and issued, following the procedures laid down by the Executive Head Chef/Head of Catering and Front of House Manager.

**DUTIES**

Using own initiative to ensure timely completion of work in accordance with instructions as may from time to time be issued by the Front of House Manager in connection with a wide variety of duties which include the following:

**Ordering**

a. Place all orders for liquor, wines, minerals and beers as directed by the Executive Head Chef/Head of Catering  
b. Maintain a record of all orders whether written or verbal  
c. Maintain a list of all authorised suppliers for all items of stock as specified by the Executive Head Chef/Head of Catering and Front of House Manager

**Receipt of Goods**

a. Ensure that stock received is correct. Check that delivery note matches actual stock received prior to any signature being given  
b. Ensure all stocks are stored securely in hygienic and safe manner  
c. All stocks received are recorded in the cellar goods inward record book noting the delivery note and invoice number, date of receipt and the originating order number  
d. A goods inward sheet must be filled out for the stock controller to record the cost of purchases  
e. The stock received must also be recorded in the cellar stock ledger and on the stock bin card.

**Issue of Stock**

a. No stock should be issued without instruction from the Butler, Front of House Manager and Executive Head Chef/Head of Catering only.  
b. The Cellar Assistant is to refer to the function job sheets distributed weekly for advance notice of liquor requirements and is to treat these sheets as instructions to supply stock to the appropriate place to be used for that function. These job sheets may be countermanded by the Front of House Manager or department head and any modification to the job sheet should be cross checked with the Front of House Manager  
c. It is the Cellar Assistant’s responsibility to anticipate the need to restock to meet the liquor requirements indicated in the job sheets so as to place orders from suppliers in sufficient time to meet those requirements. The Cellar Assistant should advise the Executive Head Chef/Head of Catering before orders are placed.  
d. Requisitions for stocks to replenish the Buttery Shop must be received in writing from the shop assistant before stock is issued  
e. After functions have occurred it is the Cellar Assistant’s responsibility to collect unopened stock issued for the function and return it to the cellar  
f. All issues from the cellar and returns of unopened stock back to the cellar must be recorded immediately on the bin card for that item of stock and in the stock In/Out book reporting to whom or from whom the item was issued or received back and on what date. Later that day
the stock movement must be recorded in the cellar stock ledger so it is maintained as an accurate record of the whole stock.

g. Orders for wine from fellows are to be recorded (as in (f) above) and taken to the point of delivery or collection specified on the credit sales slip issued from the Front of House Manager. The issue of stock is to be cross referenced to the credit sales slip number by recording this number on the Goods In/Out book.

Handling of stock and stock security

a. Carry out a routine stock check of the wines held in the cellar (comparing the physical stock with the book stock) no less than 4 times per year (for example once each term) so that over the course of a year all physical cellar stock is counted and compared with the quantity shown in the cellar database. A record of each stock take should be sent to the Bursar.

b. The cellar is to be kept locked at all times when unattended. It is the Cellar Assistant’s responsibility to ensure this and not to issue his keys to others except with the authorisation of the Front of House Manager.

c. The cellar keys are to be returned to the Porters Lodge at the end of the shift and locked away in the key cupboard. The securing of the internal cellar doors and lift doors is the Cellar Assistant’s responsibility.

d. Any loss of keys must be reported immediately to the Front of House Manager.

e. Any discrepancies of stock against the written records must be reported to the Front of House Manager immediately upon discovery. The stock will be checked in the presence of the Front of House Manager routinely on a monthly basis or more frequently as necessary. Discrepancies so discovered must be investigated by the Cellar Assistant by reference to the written stock records and explained to the Front of House Manager.

f. The stock must be handled and stored in the correct way to avoid damage and spoilage, for example, all wines must be stored with the bottles lying on their sides to prevent the corks shrinking as they dry out. The temperature of the main cellar should not fluctuate more than 3˚C around 55˚C and the red wines must be issued from the cellar in sufficient time before drinking and stored in the wine-warming cupboard to condition them to the correct temperature before drinking. Similarly, white wines should be stored in a cooler before service.

g. All wines are to be binned neatly to facilitate easy counting of stocks and safe removal of bottles from the bin. Empty cardboard cartons are to be saved for issuing stocks and the cellar is to be kept tidy, loose cardboard and other unnecessary packaging to be removed. A clear gangway though the cellar must be maintained at all times.

Statutory Requirements

a. Demonstrate a working knowledge of:
   H.A.S.A.W.A. 1974
   Fire Regulations 1971

b. Observe all College and departmental safety procedures

c. Know how to use all fire fighting equipment and correct procedure to adopt in case of a fire

d. Know how to act if an accident occurs

Additional Duties

a. Any other duties and responsibilities which are compatible with the post of Cellar Assistant which may from time to time be required

b. Attend training courses and departmental meetings as requested

Observe the College Equal Opportunities Policy, the Computer Acceptable Use Policy and the College Policy on the application of the Data Protection Act, at all times.

js/employme/jobdes/cellar assistant