



## **Cellar and Beverage Supervisor**

**The Honourable Society of the Middle Temple - City of London**

**£24,500 pro rata plus excellent benefits**

### **About the Middle Temple**

The Honourable Society of the Middle Temple is seeking an experienced and established Cellar and Beverage Supervisor to join its Events department.

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice.

The Inn hosts a number of events for the benefit of members of the Inn and can also be booked for private events ranging from formal dinners, weddings, meetings, receptions, corporate events and garden parties to outdoor functions, TV documentaries and Hollywood movies.

### **About the Events Department**

The Events Department provides lunch Mondays to Fridays to members of the Inn and pre-booked groups in Hall. The department is responsible for the delivery of the catering requirements for evening events ranging from qualifying sessions to weddings and high profile external clients.

You will be part of a growing team to deliver lunches, dinners and banquets for functions ranging from 20-350+ people.

Previous experience in a high quality establishment such as a 4 or 5 star hotel, corporate contract catering or a members club is essential with at least 1 years' experience in a similar role required. You will have a proven track record in events operations and a broad knowledge of the Events Industry. Strong numerical and communication skills are essential.

**To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Human Resources at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).**

**The closing date for receipt of applications is Tuesday 17<sup>th</sup> March 2020.**



## **JOB DESCRIPTION**

<b>Job Title:</b>	Cellar and Beverage Supervisor
<b>Department:</b>	Events Department
<b>Reporting to:</b>	Events Operations Manager
<b>Responsible for:</b>	No line management responsibility.
<b>Location:</b>	Middle Temple Hall London EC4Y 9AT
<b>Tenure:</b>	Fixed 6 month contract
<b>Hours:</b>	40 hours per week over a seven day rota.
<b>Job Purpose:</b>	The task of the Cellar and Beverage Supervisor is to assist the Events team in the preparation and delivery of all beverage requirements for all events while maintaining the Events Department in a safe hygienic environment.

## **Responsibilities:**

1. Keep up to date with all upcoming functions.
2. To accept and store all deliveries in a way that does not compromise their integrity or ability to be retrieved in line with Health and Safety.
3. Take care of the silver from the small vault in storing and cleaning.
4. Carrying out regular inventories of all items stored in the cellars.
5. Ensure that all the cellar areas are maintained to the standards laid down in accordance with the cleaning schedules.
6. Prepare all beverage requirements needed for the successful running of all events.
7. Provide the kitchen with all liquor requirements for cooking and keep accurate written records of all issues to be reported to the Events Operations Manager.
8. Ensure that all events are prepared and set up in accordance with the function sheets.
9. Ensure that all rubbish is disposed of according to the guidelines of the Inn. All bottle bins are cleaned in accordance with the cleaning schedule
10. To report any item of equipment that requires maintenance or repair to the Events Operations Manager.



11. Prepare all end of function consumption sheets for accurate billing and stock control.
12. Ensure that all Cellar areas and the Hall are kept tidy and ready for public viewing at all times where practicable.
13. To ensure that the Departments equipment is stored in line with Health and Safety.
14. Ensuring stock rotation on a regular basis for all goods stored in the cellar.
15. Ensuring all beverages are stored and dispensed at the correct temperature
16. Maintain the Thoreau water filling system and fill all water bottles daily for the necessary events. Ensuring the bottles are cleaned with compliance.
17. Maintain the glass wash machine and operate the unit in accordance to the manufacturer's guideline.
18. Set up the seasonal Champagne bar, keep the equipment clean and in good working order.
19. Assist with the running of evening events in the capacity as Wine Supervisor when required.
20. To comply with the Liquor Law.
21. To comply with any other reasonable request made by management.

### PERSONAL SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Previous supervisor experience within a similar role required.	Approved qualifications in English and Maths.  WSET Level 2



<b>Background /Experience</b>	<p>A minimum of 1 year experience in a catering environment.</p> <p>A broad knowledge of the Events Industry.</p>	<p>Previous experience in a Unique Venue of London/4 or 5 star hotel.</p>
<b>Skills</b>	<p>Good communication skills</p> <p>Numerical skills</p> <p>Good problem solving skills.</p> <p>Ability to frequently lift and carry 30 lbs.</p> <p>Ability to work to deadlines and ahead of deadlines.</p> <p>Customer focused with an attention to detail.</p> <p>Team player</p> <p>Professional and committed.</p>	
<b>Personal Qualities</b>	<p>Methodical and organised.</p> <p>Self-motivated.</p> <p>Highly customer service-orientated, energetic and delivery focused.</p> <p>Calm under pressure, patient and measured.</p> <p>Collaborative, co-operative and able to make and sustain positive relationships with colleagues at management and other levels.</p> <p>Able to win trust and respect of colleagues.</p> <p>Ability to work irregular hours and weekends as the job demands.</p>	