



Cellar Attendant

The Honourable Society of the Middle Temple - City of London

Circa £19k plus excellent benefits

The Honourable Society of the Middle Temple is seeking an experienced and established Cellar Attendant 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 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.

This is an **18 month fixed term contract** initially with the possibility of becoming permanent. Excellent benefits include a pension scheme, private medical and life cover as well as a generous annual leave allowance.

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 Sophie Frankis at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Monday, 16 November 2015**.

Due to the volume of applications received, we cannot guarantee we will be able to contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

JOB DESCRIPTION

Job Title:	Cellar Attendant
Department:	Events Department
Reporting to:	Events Manager
Responsible for:	No line management responsibility.
Location:	Middle Temple Hall London EC4Y 9AT
Tenure:	18 month Fixed Term Contract (potential to become permanent)
Hours:	40 hours per week over a seven day rota.
Job Purpose:	The task of the Cellar Attendant is to assist the Events team and Head Kitchen Porter in the Preparation and delivery of all meal and drink requirements while maintaining the Events Department in a safe hygienic environment in which to work.

About the Middle Temple

The Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training), to practice as Barristers.

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 a Monday to Friday lunch service for members of the Inn and pre-booked groups in Hall. The department is also responsible for the delivery of the catering requirements for qualifying sessions and for ensuring that the needs of the fully serviced meeting rooms including refreshments and catering are dealt with at all times. Additionally, the Inn is looking at other sources of revenue such as breakfast services and afternoon teas and to grow the business with respect to serviced meeting rooms.

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

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 and stock rotations.
3. Take care of the silver from the small vault in storing and cleaning.
4. To assist the Events Manager with 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 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.
10. To report any item of equipment that requires maintenance or repair to the Estates and follow up.
11. Ensure that all departments and the Hall are kept tidy and ready for public viewing at all times where practicable.
12. To ensure that the Departments equipment is stored in line with Health and Safety.
13. To comply with any other reasonable request made by management.
14. To assist the Kitchen Porters in ensuring removal and cleaning of all dirty cutlery and crockery from lunch service as and when required.
15. To comply with the Liquor Law.



PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	Previous supervisor experience within a similar role required.	Approved qualifications in English and Maths.
Background /Experience	A minimum of 1 years' experience in a catering environment. Proven track record in operations of events. A broad knowledge of the Events Industry.	Previous experience in a Unique Venue of London/4 or 5 star hotel.
Skills	Good communication skills, written and verbal. Numerical skills. Good problem solving skills. Ability to frequently lift and carry 30 lbs. Ability to work to deadlines and ahead of deadlines. Customer focused with an attention to detail. Team player. Professional and committed.	
Personal Qualities	Methodical and highly organised. Self-motivated. Highly customer service-orientated, energetic and delivery focused. Calm under pressure, patient and measured. Collaborative, co-operative and able to make and sustain positive relationships with colleagues at management and other levels. Able to win trust and respect of colleagues. Ability to work irregular hours and weekends as the job demands.	



Important:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed this job description

NAME (PRINT)

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SIGNATURE

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DATE

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LINE MANAGER (PRINT)

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SIGNATURE

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DATE

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