



**Job Title:** Cellar Manager Manager

**Job Level:** Middle Manager

**Responsible To:** Food and Beverage Manager

**Direct Reports:**

**Place of Work:** Sheffield City Hall

**Purpose of Job:** To manage all logistics of the catering operation, maintaining sufficient stock of items in line with budget allocations and maintaining a well presented and in-date line of items for sale in all areas of our operation.

To manage storage and distribution systems being available to receive and deliveries across the catering department by ensuring the correct resources are available. Ensure event support, stock and administration and at correct levels to maximise sales.

**Job Summary:** Working with the F&B Manager to ensure all logistical requirements are planned and delivered ensuring the smooth and efficient delivery of all aspects of the catering operation at the venue. This will be a hands-on role requiring an exceptionally well organised approach with a methodical attitude ensuring areas are presented well and all items are stocked are maintained without over ordering and wastage is minimised.

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**Key Responsibilities:**

- To promote the Company's Core Values through personal behaviour and by challenging behaviour in others that is contrary to the Core Values.
- Establish and maintain standards and provide exceptional customer care which will maximise repeat business.
- To ensure you are proactive in ensuring all counter terrorism measures within the venue are adequately implemented and to ensure all relevant training and information sharing in the venue and company counter terrorism practices and risk mitigations are undertaken.
- To assist the F&B Manager with the line-management of venue staff & develop a flexible, enthusiastic & highly motivated team that constantly strives to enhance the customer experience.
- Lead the preparation of rotas to ensure a full team cover the event and logistics assistant to assist as necessary with stock replenishment.

- Work in conjunction with management to develop and deliver training requirements and packages within the department, to ensure all legal requirements are met and maximise staff effectiveness in customer service, product awareness and service standards.
- To ensure all stock is accurately ordered, stored and recorded to maximise sales, reporting any pressure points during the event, to assist in adjusting stock levels to achieve sales throughout events.
- To lead public catering stock taking, ensuring the correct resources, to achieve fast and accurate results.
- Ensure the correct resources are available to receive deliveries for the catering department, using the appropriate equipment.
- Prepare systems and paperwork for the event support and logistics team so they can accurately distribute stock.
- Ensure all management systems are being used correctly, to ensure deliveries are recorded in the correct manner and any anomalies are being reported accordingly.
- Investigate anomalies and report to the Food and Beverage Manager.
- Ensure products within the venue is being distributed accurately, correctly stored and recorded, ensuring stock rotation.
- Keep the F&B Manager/Hospitality Manager informed, enabling them to respond to pressure points during events.
- Organise post event operations.
- Responsible for Cellar Maintenance and line cleaning, reporting of any equipment issues, through the correct systems to minimise sales impact.
- Maintain standards and policies including HACCAP, COSHH and Health and Hygiene. Complete catering systems to ensure the highest standards in all areas at all times

### **Expected Behaviours**

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.