Wine Cellar Manager

Candidate information pack

November 2022
About Peterhouse
Peterhouse is the oldest College in Cambridge (founded in 1284) and is also among the smallest (currently 291 undergraduates; 176 postgraduates; 43 Fellows). The College provides accommodation for almost all its Junior Members either on or near the main College site. The College is, therefore, characterised by a greater degree of regular interaction between Senior and Junior Members than is the case in some larger Colleges. It is a vibrant community, with many active clubs and societies, and a strong tradition of table fellowship. Peterhouse is situated in Trumpington Street in Central Cambridge.

Background
Catering within Peterhouse is extremely diverse, and covers a range of functions in any one day. In Term we have the service of student meals and Formal Hall, Fellows lunch and dinner, private dinners and lunches, day meetings and conferences. Out of term we have conferences, weddings, summer schools and a range of other external functions. We treat every function, large or small, with the same amount of care and dedication.

Job summary
The Wine Cellar Manager is responsible for the effective and secure management of Fellows’ wines and College wines at Peterhouse. The post holder will be expected to liaise closely with the Wine Steward and Manciple and when necessary to make recommendations on the purchase of wines, and on the efficient management of wines in stock.
Duties and responsibilities

• Manage the College's wine cellars, ensuring that wines are stored in optimum and secure conditions and that appropriate stock ordering, recording and control mechanisms are followed.
• The post holder will be required to move stock within the cellars and around the College.
• To provide advice and guidance to Fellows and external clients on wine purchases and food matching.
• Keep abreast of trends within the wine industry.
• Oversee the preparation and serving of wines at key events, liaising with the Head Butler, to be on duty for major events within the College, as required.
• To monitor spending on the cellar budgets and assist in forecasting budgets when required.
• From time to time the post holder may be asked by the College to perform any other duties appropriate to this post.

Fellows’ Wine Cellar

• To work with the Wine Steward and the Food and Wine Committee in developing and implementing the College’s wine strategy.
• To create and maintain a suitable wine list for Fellows, in accordance with the College’s wine strategy, and to provide wine descriptions, tasting notes and guidance.
• Make wine recommendations to the Wine Steward for the College’s feasts and large dinners.
• To attend wine tastings to sample and order new wines from producers and merchants for the Fellows’ wine lists and for laying down.
• Assist in choosing Fellows’ wines for High Table, College events and Dinners, in consultation with the Wine Steward.
• Update accounting system (Sage) with Fellows’ wine consumption to ensure accurate stock control and billing.
• To assist in stocktaking, as required.

Conference Wine Cellar

• To create and maintain a suitable wine list for external clients in consultation with the Manciple.
• To source, sample and order new wines from producers and merchants for the conference wine list.
• To provide wine descriptions, tasting notes and suggestions for appropriate pricing.
• To monitor levels of external business and maintain suitable stock levels.
• To ensure that wine/drink requirements for external events are met, allowing for sufficient quantities according to budget constraints.
• Provide details of wine consumption to ensure accurate billing for external clients and to update Sage as required.
• To assist in stocktaking, as required.
College Bar Cellar

• To assist the Catering Manager in the ordering and management of appropriate stock levels in the College Bar.
• To source suitable wines for consumption in the Bar and at Formal Hall, within a specific budget. To prepare tasting notes and promotional material for wines sold in the Bar.
• To maintain and clean the beer lines on a regular basis.
• To assist in stocktaking, as required.

Environmental Health:

• To report possible hazards and/or equipment failures and accidents to the Catering Manager.
• To observe COSHH regulations and to undertake risk assessments, as required.
• To be responsible for the hygienic maintenance of own work environs within the College.

Knowledge:

• A passion for and expert knowledge of fine wines and food
• Expert knowledge of the wine industry, including en primeur market
• Relevant professional qualifications such as those accredited by Wine and Spirit Education Trust or Court of Master Sommeliers, or a willingness to undertake training
• Person license holder, or a willingness to obtain one
• Knowledge of budget planning processes

Skills:

• Excellent communication and inter-personal skills
• Strong negotiation skills
• Ability to build and maintain network of contacts within the wine trade
• Strong organizational skills, the ability to prioritise and forward plan
• Ability to process information quickly and make informed decisions
• Excellent attention to detail
• Strong IT skills, preferably with experience of a stock control system, such as ‘Sage’
• Good financial acumen
• Commitment to the aims and objectives of Peterhouse as a traditional and historic Cambridge College

Experience:

• Experience of working within a similar role at another College, or of the wine trade (either with wine merchants or restaurant environment)
• Experience of wine buying and selling
Salary & Hours of Work
This is a full-time post, working 160 hours per four-week consecutive period. These will be worked as straight shifts, mainly working Monday to Friday. There is requirement to work on average one evening a week during Term, and occasionally on a Saturday for larger College events.

The salary for the post will be in the range of £30,543 – £33,060 per annum, depending on experience.

Additional Benefits & Information
• You will have 25 days annual holiday (plus Bank Holidays). The College kitchens are closed entirely at Christmas and Easter, leaving you 15 days to be taken throughout the year.
• Car parking whilst on duty, which is subject to availability.
• Use of the College gym
• We also offer Medicash, which is a medical cashback scheme where you can get money back for health-related things like, dentists, opticians, prescriptions etc. There is also a discount scheme within this which gives discounts off shopping, cinema tickets, utilities and travel etc
• The College offers an auto-enrolled pension scheme to eligible employees, after 3 months’ completed service. The scheme is the Cambridge Colleges Group Personal Pension Scheme (CCGPPS) with Aviva.
• Meals are provided free of charge when on duty and when the College kitchens are open.
• The role is subject to satisfactory completion of a six month probationary period.

Health and Safety
All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work. The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas and during official breaks.

The closing date for applications is 8.00am Monday 21st November 2022.

First interviews are likely to be in the week commencing 26th November 2022.

Completed applications should be returned to: The Human Resources Manager, at: hr@pet.cam.ac.uk