



## JOB DESCRIPTION

**JOB TITLE:** CELLAR PERSON

**HOURS:** 24 HOURS PER WEEK

**RESPONSIBLE TO:** DEPUTY GENERAL MANAGER

**LOCATION:** AMBASSADORS THEATRE

**Purpose:** To ensure the smooth running of the cellar and oversee a consistent and effective stock control. To ensure stock levels are maintained effectively throughout the venue.

### **Key Tasks:**

1. To ensure all venue bars and sales points are fully stocked every day working with the Theatre Management and Senior Assistants to action any change in stock levels if needed.
2. To complete a stock take each Monday and ensure correct stocking procedures are fulfilled and adhered to
3. To work with external auditors to implement stocking procedures.
4. To ensure stock is regularly rotated and the earliest dated items are sold first. Plenty of prior warning should be given to the Deputy General Manager of stock that has the potential to go out of date and all product expiry dates should be checked on delivery.
5. To report any wastage from damaged or lost stock and implementing measures where possible to prevent a reoccurrence.
6. To accurately check all deliveries on arrival and only sign for the delivery once the necessary checks are completed. Ensure a credit note will be issued for any damaged or missing products on the delivery note.
7. To ensure all stock is stored at the correct temperature, checking packaging instructions where necessary.
8. To ensure all stock is stored safely with no potential risk of falling on or hurting anyone else that may come into contact with it.
9. To keep all stock cupboards, fridges, freezers and cellars locked / securely closed.
10. To place orders to meet the needs of the venue, ensuring they are approved by

Theatre Management with a purchase order number provided. To maintain a clear understanding of the venue needs so as not to over or under order products.

11. To regularly liaise with the Cleaners to order any products they need.
12. To make sure all delivery notes are collected and delivered to Theatre Management.
13. To keep cellars tidy at all times removing any empty boxes and packaging waste, and ensuring no bottles or sweets are left out of boxes.
14. To defrost freezers when necessary.
15. To attend training courses as required in order to further self-development and the requirements of the company.
16. To adhere to all Health & Safety procedures to minimise the risk of injury and accidents.
17. To complete any other reasonable delegated duty that assists the Company in the achievement of its business objective.
18. Adhere to all ATG's policies and procedures and provide sign offs for your personnel file when requested.