

## **JOB DESCRIPTION**

**Job Title:** Cellar Assistant

**Department:** Bursary

**Reports to:** Director of Finance

### **Purpose of role:**

To maintain the wine stocks for the College, to receive wines from suppliers and to distribute wines to internal College customers.

### **Key accountabilities:**

- To receive wines from suppliers, to ensure that the correct amounts are received and that they tally with the goods received note.
- To deliver wines to various parts of the College upon request from authorised individuals. The work fluctuates with the annual academic cycle with busy periods prior to large formal dinners (Feasts) and wine sales.
- To ensure proper records are maintained in respect of deliveries (out and in) at all times. (e.g. bin cards, delivery notes). To liaise regularly with the Bursary, signing off invoices, agreeing orders, and stock records.
- To take responsibility for the scheduling of wine deliveries to the Cellars in an orderly and efficient manner
- To maintain strict control of all movements of wine, both physically and on paper.
- Receive and respond to queries in respect of the above matters, dealing with issues, efficiently and diplomatically.
- To adopt a responsible and caring attitude towards the handling and storage of wines.
- To assist in stocktaking or stock verification procedures as directed (extended working hours may be necessary), helping to facilitate the annual stock take with the auditors.
- To undertake relevant training courses from time to time.

Both Cellar Assistants report to the Director of Finance who is the Departmental head and line manager. They liaise with the Secretary of the Wine Committee and Finance team in relation to processing of orders, invoices and stock control.

## PERSON SPECIFICATION

Criteria	Description
<b>Experience</b>	Knowledge of stock systems Knowledge of wine and port
<b>Skills</b>	Good organisational ability Good interpersonal skills Excellent customer service skills Ability to work independently and within a team Ability to use initiative Proficient computer skills for regular use of email (Outlook), Excel and Word Good understanding of health and safety requirements, in particular, manual handling
<b>Personal qualities</b>	Trustworthy and confidential
<b>Additional requirements</b>	Ability to lift and move loads up to 25 kgs on a daily basis (cases of wine) and transporting them around areas of the College

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£10,265 per annum (£24,807 FTE).
<b>Hours:</b>	15 hours per week, 3 hours each morning (hours to be agreed), Monday to Friday.
<b>Contract type:</b>	Permanent.
<b>Probationary Period:</b>	6 months.
<b>Holiday:</b>	25 working days per annum plus 8 public holidays (pro rata for part time staff).
<b>Pension scheme:</b>	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
<b>Private Health Care:</b>	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
<b>Cycle to work Scheme:</b>	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply after successful completion of their probationary period, subject to certain limitations.
<b>Employee Assistance Programme:</b>	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.
<b>Access to College:</b>	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.
<b>College Punts:</b>	Use of College punts at a subsidised rate.