



University of York Students' Union
Registered in England and Wales.
Charity Number: 1173404 Company Number: 10688097
Registered Office: The Student Centre, James College,
Newton Way, Heslington, York, YO10 5DD

E: enquiries@yusu.org
T: 01904 32 3724
W: yusu.org



Cellar Supervisor Job Description

Job Title: Cellar Supervisor

Reporting to: Venue Managers

Place of Work: YUSU Venues

Hours of Work: 8 hours per week

Salary: £10.40 per hour (plus holiday pay)

Cellar Supervisor Job Description

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Purpose of Role

The provision of a tidy, safe and orderly cellars within our venues and support on our delivery days to ensure stock is accepted, accounted for and stored safely and in keeping with our stock holding policies.

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Key Tasks

Job Objectives

- To help the venue management team in keeping well organised, stock rotated and safe cellars.
- The accepting and putting away of deliveries as and when they arrive.
- To adhere to all health and safety policies and legal regulations and ensure that the cellar aligns to these.
- To deliver and maintain standards within the operations and maintain them in the absence of a manager.
- To work alongside other team members in a respectful and a professional manner.
- To uphold the reputation of the business.

Key Responsibilities

- To ensure the venue cellars are clean and tidy at all times.
- To assist in the putting away of stock safely and diligently.
- To accept stock into venues as per policy.
- To work with our suppliers and ensure an efficient acceptance of stock.
- To assist in the provision of a friendly and safe environment for both customers and other staff.
- To handle stock with diligence and honesty in accordance with the company policies and procedures.
- To complete any training that is relevant to your role.
- To promote a safe working environment.
- Upon completion of cellar duties in a venue, to ensure that the building is fully locked up in accordance with organisational standards and legal obligations.
- Ensure health and safety regulations are met at all times. Record any accidents, or risk factors, and report to the relevant manager. Ensure all legal paperwork is filled in and relevant checks are done to an acceptable level.
- Proactively participate in staff reviews, development actions and team meetings requested by your line manager.
- Work in accordance with the staff handbook procedures and policies.
- Maintain all company property including any uniform provided.
- To ensure the completion of any reasonable additional task requested by your manager.



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Other Duties

- Assist as required in key events throughout the year, including:
 - Summer Ball
 - Freshers Fair
 - Other key events, including elections



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