
Cellar Person

Purpose

A dramatic transformation of the Shaftesbury Theatre for the 21st Century began in 2016 with the completion of the award-winning fly tower. In the autumn of 2022, the latest phase, the new 1911 Bar, together with a new hospitality suite, the Taffner Suite opened.

The Cellar Person will oversee the day to day running of the Theatre's stock operation. Their main purpose is to focus on stock control procedures within the venue ensuring the smooth movement of stock throughout the Theatre and the accurate administration. The postholder reports to the Head of Bars and Hospitality on all matters or as appropriate their delegated deputy. Their line manager is the Head of Bars and Hospitality.

Attendance at a show or an event at the Theatre is for most members of the public a significant event and thus the Bars and Hospitality Team have an important role in representing the Theatre to ensure that it is of an exceptional quality. For the most part, the Cellar Person will work during the day to ensure all areas are adequately stocked and appropriately reported. Their function plays an essential role in the delivery of our high quality offering to our customers.

Duties

- To monitor and order stock from our suppliers ensuring sufficient stock levels within the Theatre at all times.
- To build good working relationships with suppliers.
- To ensure the bars are fully stocked ahead of a performance and, when appropriate, events.
- To oversee the running and organisation of all storage areas relating to the Bars and Hospitality Department.
- To ensure the thorough checking of all deliveries and their input of onto our EPOS system.
- To keep a log of all delivery notes and invoices, then approving them and forwarding these onto accounts.
- To actively improve and develop stock management throughout the Theatre.
- To lead on weekly stock takes and work with the Bars and Hospitality team to ensure performance is at or above target.
- To assist the Bars and Hospitality team with the external quarterly stocktake.
- To coordinate a team of "covers" to deputise in your absence.
- To work in close liaison with the Head of Bars and Hospitality to manage and deliver the requirements of each production and other events at the Theatre.
- To operate in accordance with the Bars and Hospitality department's operational manual to ensure efficient and effective operational procedures at all times. In particular, such procedures should comply with Licensing, Environmental Health and Fire regulations.
- To maintain accurate financial records and controls which shall include, but not be limited to, cash management, stock control and sales reports

- To assist in managing all equipment for the efficient operation of the Bars and Hospitality department. Ensuring adherence to operational procedures, effective routine maintenance, cleaning and implementation of any agreed programme of replacement.
- To work on any special project as identified by the Senior Management team.
- To support Theatre of Comedy Company's communication objectives by sharing information with colleagues as appropriate whilst respecting confidentiality so that you and your colleagues have all the information you need to perform your duties effectively.
- To comply with the Company's Electronic Communications and Data Protection policies.
- To comply with Theatre of Comedy Company's Equal Opportunities and Health and Safety Policies at all times.

Person Specification

Essential

- Ability to work under pressure and prioritise
- Ability to take initiative and come up with innovative solutions
- A flexible approach to working patterns
- Good social and interpersonal skills
- A good team player
- Numerically literate
- Good spoken English
- The ability to communicate effectively at all levels
- To be a driven problem solver, able to think "outside of the box."
- Computer literate (use of Microsoft Office)

Rate of Pay: £13.31 per hour scheduled over six days

The current performance schedule is evening Monday through to Saturday with afternoon performances on Friday and Saturday. Future productions could nominate different afternoon performances and/or present the main production on Sundays, with an alternative rest day. Currently, we have regular Sunday performances presented by a range of independent producers. Such performances are worked in addition to standard hours.

Applications close: Friday 27th January