



## Job Description: Sodexo Live!

Function:	Beverage Department
Position:	<b>Hospitality &amp; Boxes Cellar Supervisor</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Fine Dining & Boxes Cellar Manager
Additional reporting line to:	Some Accountability to Head of Hospitality
Position location:	Ascot Racecourse

### 1. Purpose of the role & who you will work with

- Supervise all aspects of the cellar operations at Ascot Racecourse
- Ensure rigorous stock accountability, stock control, and financial performance, safeguarding assets and reducing wastage
- Support hospitality cellar manager in delivering financial and operational targets for the Beverage Department, ensuring alignment with wider business objectives
- Champion stock reconciliation and variance reporting to drive transparency and efficiency.
- Manage and develop the casual labour team to set and uphold standards
- Maintain stock security and accuracy
- Supervise labour spend to ensure it falls within the agreed budget
- Build and deliver all par stocks for race day requirements ensuring stock security as per the agreed process
- Manage clients own secure stock requirements
- Assist cellar manager in managing Ascot value in kind requirements
- Working as part of the cellar support team, based on site at Ascot Racecourse

### 2. Dimensions

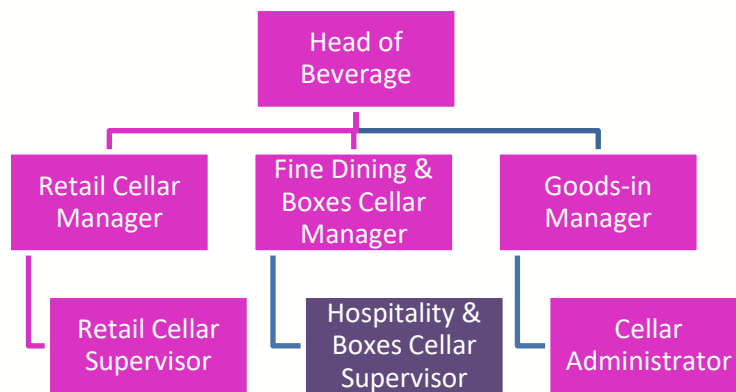
2026

### 3. Context

- Build effective working relationships with account managers and operators
- Accountability for stock control across all boxes and fine dining, ensuring accuracy in stock reconciliation
- Support in managing financial accountability, including all liquor holding stock, associated revenue, gross margin, and wastage targets
- Working with the stock controller to safeguard stock through robust security, stock life tracking, and audit processes
- Ensure compliance with Health & Safety standards, PPE, manual handling, and safe cellar operations

- Optimize labour deployment to meet business P&L requirements while ensuring operational efficiency
- Deliver service excellence for race days, C&E events, and external functions
- Support with Raceday reconciliation and monthly stock taking
- Requirement for some weekend work and an element of anti-social hours during peak business

#### 4. Organization chart



#### 5. Role Accountabilities

- Stock & Financial Accountability
  - Keep log of transfers between main cellar and external outlets.
  - Record and report any shortages on a weekly basis.
  - Ensure all stock handovers are signed and logged for audit purposes.
  - Assist monitoring and achieving financial targets, including stockholding levels, wastage reduction, and revenue margins in accordance with Sodexo budget.
- Operational Leadership
  - Lease with cellar manager to ensure all stock deliveries are performed in an accurate and timely distribution across Fine Dining bars, restaurants, and private boxes.
  - Assist cellar manager in ensuring cellar readiness for major events, including Royal Ascot, by coordinating storage, equipment, and stock availability.
  - Support Fine Dining operations with the timely provision of correct stock PAR levels in line with retail stocking policies.
  - Support the Retail Cellar supervisor manager with stock transfers when required.
- Team Leadership & Development
  - Help recruit and train a regular cellar support team, including seasonal casual support.
  - Monitor team performance, challenge inefficient work practices, and foster a culture of continuous improvement.

- Provide and maintain training and records on cellar operations, stock processes, and Health & Safety requirements.

#### Compliance & Safety

- Ensure zero-harm culture, compliance with Sodexo/venue policies, and safe working systems.
  - Participate in safety walks to confirm compliance with licensing laws, health standards, and security measures.
  - Actively log safety observations and highlight with team
  - Carry out safety briefings to the team via the safety moment and toolbox talks and record these briefings
- Ensure all equipment breakdowns (fridges etc.) are logged and followed up for repair before the next event
  - Support external events as required

## 6. Accountabilities

- Accountability for stock control, accuracy, and reporting.
- Ensure areas are ready ahead of race days.
- Client, customer, and internal stakeholder satisfaction.
- Development and retention of an engaged, efficient team.
- Maintenance of a safe, secure, and professional cellar environment, enforcing hygiene standards and fostering a tidy as you go mentality.

## 7. Skills & Experience you can bring

### Essential

- Proven leadership in high-volume warehouse or beverage environment.
- WESET Level 1 or 2/wine knowledge desirable.
- Proficiency in Microsoft Excel and stock control systems.
- Excellent organisational and people management skills.
- Personal liquor license knowledge is desirable.
- Strong knowledge of wines, spirits, beers, and associated cellar practices.

### Desirable

- Experience of working in the event industry or service industry
- Clean driving licence
- Forklift license

## 8. Management & Employee Approval

Version: 1.0

Date:19.05.2026

Document Owner: Employee: