

Food & Beverage Assistant / Cellar Person

Location: Westminster

Salary: £31,500 plus overtime

Hours: Full-Time – 40 hours per week Mon-Fri

One Great George Street is a prestigious, Grade II listed venue nestled in the heart of Westminster, London. This stunning Edwardian building, known for its iconic four-domed architecture, offers exceptional facilities for conferences, meetings, gala dinners, receptions, and weddings. It also serves as the headquarters of the Institution of Civil Engineers — a globally respected body dedicated to promoting innovation, knowledge exchange, and excellence in civil engineering.

The Role:

We're looking for a hands-on, customer focused Food & Beverage Assistant/Cellar person to join our Catering team at OGGs. This is a varied role, ideal for someone who enjoys working across cellar operations, café/bar service, and events, while helping to maintain high hospitality standards. You'll split your time evenly between cellar responsibilities and front of house food & beverage service, playing a key role in delivering outstanding experiences across Kendal's, events, conferences, meetings, room service, and bar operations.

Key Responsibilities:

- Managing cellar operations, including stock control, deliveries, issuing stock, and maintaining cellar integrity.
- Supporting the running of running events, conferences, meetings, café bar and room service operations
- Assisting with beverage ordering, stock projections, and monitoring consumption
- Coaching and guiding casual and temporary staff during events and bar service
- Liaising closely with kitchen and front of house teams to deliver smooth, high-quality service
- Ensuring compliance with licensing laws, food allergen legislation, and health & safety standards
- Maintaining accurate stock records and supporting stocktakes using the P2P (Procure Wizard) system
- Identifying risks, resolving issues promptly, and escalating where required
- This is a physical role that requires some manual handling. All relevant manual handling training and safety equipment will be provided.



About You:

- Strong background in conference, banqueting, hotel, or venue administration (e.g., Sales/Conference Coordinator).
- Excellent command of written and spoken English.
- Confident MS Word, Excel and Outlook user.
- Experience using a computerised diary system.
- Exceptional organisational skills and the ability to prioritise effectively.
- Comfortable using initiative and working flexibly in a changing environment.
- Experience in operational roles within a hotel or venue setting.
- Brilliant customer focus and attention to detail.
- Strong communication and confident but appropriate assertiveness.
- Team-orientated with excellent relationship-building skills.
- Able to generate ideas, improve processes and influence client satisfaction.
- Highly organised, proactive, and able to re-prioritise in a dynamic environment.

Qualifications:

- Good level of education (GCSE or equivalent).
- NVQ / HNC or above in Hospitality / Catering Management is desirable
- WSET basic wines and spirits certificate or equivalent desirable

ICE Group Benefits:

- 25 days annual leave plus Bank Holidays
- Shutdown over Christmas period
- Annual £100 allowance towards your well-being
- Discounted hot food from on-site Café bar.
- Up to eight per cent of salary contributed to a personal pension scheme.
- 24-hour employee support line
- Death in service benefit equivalent to one year's salary
- Interest free season ticket loan
- Cycle to work scheme.
- Big Gym membership savings with the Gymflex scheme
- Your Rewards discount scheme

ICE Group is an equal opportunities employer and are committed to ensuring an inclusive recruitment process. We welcome applications from disabled candidates and will provide reasonable adjustments throughout the recruitment process. If you need support or an alternative format, please contact us at people.team@ice.org.uk

General Data Protection Regulations (GDPR) 2018

The data collected via this application process will only be used by the ICE Group for the purpose of recruitment and for the performance of an employment contract if a job offer is made. This data will not be disclosed to any external sources without express consent unless required to do so by law. Unsuccessful applicants' data, both electronic and paper will be deleted/shredded six months from



date of application. For any questions or concerns about your personal data, please get in touch with our Data Protection Officer at the details provided below: at Email: dataprotection@ice.org.uk

Applicants have the right to complain to the ICO at <http://ico.org.uk/> if they have a concern with the way ICE is handling their data.

To apply please send a Covering Letter and CV to buildyourfuture@ice.org.uk

