

THE VINTNERS' COMPANY, VINTNERS HALL, UPPER THAMES STREET, LONDON EC4V 3BG – HOUSEMAN

The Vintners' Company is one of the Great Twelve Livery Companies of the City of London. The Company employs three housemen, each with specific areas of responsibility within the Hall, but with an overall requirement for flexibility. The salary for this full-time post is £28000 per annum for a six month probationary period, rising to £29000 on successful completion of probation. Normal duties take place within a 35 hour week. Evening functions attract generous overtime payments and generally involve being present sometimes until after 11pm but which can increase overall income up to £40000 per annum. Other benefits include a generous stakeholder pension scheme, five weeks annual holiday, private medical & dental insurance and life insurance. Uniforms and most working clothing are provided.

Duties are wide ranging and can involve running the reception and cloakroom areas of the Hall; assisting all visitors to the Hall; security of the Hall during working hours and during functions; assisting in preparation for and serving at lunches and dinners (generally wine service and setting up tables and chairs); cleanliness and general maintenance of allotted areas of the Hall. The position can also include responsibility for the maintenance of ceremonial robes, and knowledge of care and maintenance of silver artefacts would be of benefit. Care and management of fire and security alarms, CCTV cameras and a flair for DIY is essential as the role includes assisting the General Manager with the maintenance of the Hall. The care and preparation of wine is an important part of operations in the Hall. Training will be given but an interest or knowledge in wine would be useful. The Company is looking for a highly flexible, reliable, diligent & loyal individual with a strong sense of integrity who will fit into a small team and demonstrate the potential for promotion and increased responsibility in the future.

Applications, accompanied by a CV, should be forwarded to Major Steve Marcham at the above address or by email to thegeneralmanager@vintnershall.co.uk by 15 October 2018. Interviews will be held at Vintners' Hall on Monday 22 October and the successful candidate would be required to start in early January 2019.