

Stores Co-ordinator

Manchester Central Convention Complex

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities; our vaulted arches and station clock have made our venue an iconic city feature for more than 140 years.

Our experienced team of professionals lead the industry with unrivalled service standards to help our clients create engaging, memorable experiences at events of all shapes and sizes.

Your Role

Competitive salary up to £24,500pa / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking

Reporting directly to the Hospitality Event Manager, this role is working on a full time, permanent basis.

Your duties and responsibilities will include but are not limited to:

- Supervising allocated logistics team
- Ordering hospitality equipment as required, within budgeted guidelines
- Managing storage and distribution of all glass, china, cutlery, linen and disposables
- Maintaining and organising the cleaning of stores and cellars
- Checking in and sorting deliveries to back of house store areas in a professional and timely manner

The ideal candidate will have:

- Back of house experience within the events/hospitality industry
- Stores supervision/management experience
- Excellent organisation skills

You must be:

- Able to prioritise
- A strong communicator
- Self-motivated but with the ability to work as part of a team

Apply

To apply for this exciting opportunity, please send a CV and covering letter to:

Ref: Stores Co-ordinator

FAO: HR Team

Email: careers@manchestercentral.co.uk

Manchester Central is an equal opportunities employer. All applicants who meet the essential criteria and identify as having a disability in their covering letter will be guaranteed an interview.



Job Description

Stores Co-ordinator

Salary:	Up to £24,500pa
Hours:	40 hours per week
Working pattern:	Monday to Sunday 5 days out of 7
Location and business area:	Manchester Central - Hospitality
Aim of the role:	To be responsible for the back of house stores, equipment and cellars.
Directly responsible to:	Hospitality Event Manager
Directly responsible for:	N/A

Main areas of responsibility

- Supervising allocated logistics team ensuring that work is completed to company standards
- Ensuring that work is carried out in line with health and safety legislation and company guidelines
- Following and maintaining stated hygiene requirements
- Ensuring that your work surroundings and your person is kept in a clean and tidy manner at all times
- Ordering hospitality equipment as required, within budgeted guidelines
- Moving stock and equipment around the venue as directed, in a safe and professional manner, to ensure an efficient, safe working environment
- Managing storage and distribution of all glass, China, cutlery, linen and disposables
- Overseeing the storage of equipment in a safe and professional manner, to ensure an efficient, safe working environment
- Completing the back of house daily handover check list, in line with all Company policies and procedures, to ensure a safe working environment
- Maintaining and organising the cleaning of stores and cellars in line with company health and safety policies and procedures, to ensure a safe working environment
- Checking in and sorting deliveries to back of house store areas in a professional and timely manner, to ensure that stock and assets are stored securely and safely
- Ensuring stock is rotated and stored correctly in line with Manchester Central's food safety policy
- Managing the monthly, stocktake and annual asset count, in line with EPOS policies and procedures to ensure all stock is accounted for and any variance explained
- Ensuring all goods ordered and received are accurately inputted on to the EPOS system in a timely and correct manner
- Effective management of the EPOS system when ensuring accurate recording of wastage and transfer of goods
- Supporting operational hospitality managers and the kitchen as required
- Ensuring company H&S processes and policies are strictly adhered to

About us:

Our purpose is to connect people, ideas, and business through meaningful and rich experiences.

Our customers choose Manchester Central because of the experiences we help them to create. We help them to make something happen – the energy and connection that creates memories.

We help them to grow their businesses – connecting with their customers, partners, suppliers, and employees. We bring people together to share ideas and make plans. We pay attention to the details so our clients can pay attention to their guests. What makes us different is the creativity, professional delivery expertise and passion of our team.

The qualities of our people:

Our people are pretty fabulous. They really love our industry, our customers, and what we do. We have high expectations of each other and live up to the standards we've set.

The people who are happiest working for us want to get stuck in and make things happen for a great purpose. They want the challenge of a fast pace, lots of energy and a great team to work with.

We are a special group who have chosen to work together, and we share these characteristics:

- **Expert & specialist**
We're highly respected and super proud of our level of expertise – making the complexity of what we do look effortless.
- **Flexible**
We're all about innovation and trying new ways to create experiences for customers. We're really flexible to meet our customers needs.
- **Positive and energetic**
There's a great energy across the business and sense of teamwork - it feels like a family. We have fun at work and there's plenty of social activity.
- **Ready to grow**
Careers are important to us too – some of our senior leaders started out as team members and then progressed their careers.
If people move on from working with us, they'll always have improved their skills and experience along the way.
- **Committed**
Our people show huge levels of commitment for our customers, and they're determined to get the job done. Events always build up to a crescendo of activity, so it's not always easy. Even when there's pressure it's still a great place to work.

We have a Code of Conduct sets out the right way to do business at Manchester Central.



The reputation and integrity of our business is based on all of the decisions we've made, the way we manage our business and what we deliver. These actions and decisions have built up the trust we've earned with our customers, suppliers, communities and colleagues.

Our people pay attention to respect in our workplace, doing the right thing and safeguarding our company and each other.

Person Specification

Education	Essential	Desirable
Level 2 food hygiene certificate		✓
Fork lift truck licence		✓
Award for Personal Licence Holders		✓
Experience		
Back of house experience within the events/hospitality industry		✓
Knowledge		
Stores supervision/management	✓	
Strong background within the hospitality/services industry	✓	
Skills		
Prioritisation	✓	
Organisation	✓	
Strong communicator	✓	
ICT literate		✓
Personal Attributes		
Enjoys working in a fast-paced environment	✓	
Self-motivated but with the ability to work as part of a team	✓	
Willingness to undertake a flexible working pattern as needed by the business	✓	