

Hospitality Logistics Supervisor & Driver 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 £28,000pa / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking

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

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

- To ensure that all stock is well managed and rotated on a daily basis. To supervise the effective and correct storage of all products in line with all company policies.
- To assist monthly kitchen and chemical stock takes with the Kitchen Manager.
- To deliver all food items to all kitchens across all sites, whilst adhering to the companies safe driving policy
- Manage the efficient receipt of all deliveries (checking the quantity, description and price) ensuring that correct stock is received in line with orders and accurately input deliveries onto the EPOS system

The ideal candidate will have:

- Experience of working in a kitchen environment with stock management experience
- Organisational & planning skills
- Proficient IT skills

You must:

- Be a team player
- Have problem solving skills
- Full clean driving license

Apply

To apply for this exciting opportunity, please send a CV and covering letter including details of your current salary and two references to:

Ref: Hospitality Logistics Supervisor & Driver

FAO: HR Team

Email: careers@manchestercentral.co.uk

Closing date for applications: N/A. We reserve the right to bring this date forward if a sufficient number of suitable applications are received

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

Hospitality Logistics Supervisor + Driver

SALARY	£28,000pa
HOURS	40 hours per week
WORKING PATTERN	Monday to Friday typically, however there will be a requirement to work a flexible schedule as per the needs of the business.
LOCATION AND BUSINESS AREA	Manchester Central – Hospitality
AIM OF THE ROLE:	To be responsible for the effective management, organisation and rotation of all wet, linen & chemical stock, and the accurate and timely administration & input of delivery notes and invoices for the EPOS system for the kitchen. To assist with all food and wet deliveries across all MCCC sites.
DIRECTLY RESPONSIBLE TO:	Kitchen Manager
DIRECTLY RESPONSIBLE FOR:	Not applicable

MAIN AREAS OF RESPONSIBILITY

- To ensure that all stock is well managed and rotated on a daily basis. To supervise the effective and correct storage of all products in line with all company policies.
- To assist the Kitchen Manger to ensure all staff are working efficiently and effectively with full training and knowledge.
- To assist monthly kitchen and chemical stock takes with the Kitchen Manager.
- To deliver all food items to all kitchens across all sites, whilst adhering to the companies safe driving policy

- Overall responsibility for the inputting of delivery notes in to the EPOS system for the kitchen ensuring the accuracy.
- Order required stock from Manchester Central 'accredited' suppliers at the agreed prices in a timely manner, ensuring the generation of purchase orders from EPOS for each order
- Manage the efficient receipt of all deliveries (checking the quantity, description and price) ensuring that correct stock is received in line with orders and accurately input deliveries onto the EPOS system
- Effectively liaise with suppliers regarding the return of goods or non-receipt of ordered goods ensuring that correct credit is applied to the respective Manchester Central accounts as appropriate
- Timely date inputting in to the EPOS system, ensuring accurate recording for wastage and the transfer of goods
- To ensure that all goods received notes are accurate and inputted on to the EPOS system in a timely and correct manner
- To ensure the stock count sheets are maintained to include only current relevant stock items, cleansing unused stock lines where appropriate./* To ensure that effective channels of communication are maintained at all levels, so every kitchen team member is aware of any stock/EPOS related issues.
- To ensure that all produce is in date, fully labelled and rotated as per company food safety policy
- To assist the Kitchen Manager with the maintenance and compliance with paperwork for all aspects relating to the company catering van.

General:

- To always promote Manchester Central in a positive and professional manner;
- To assist in the delivery of the company's relevant key priorities and projects.
- To adhere to Manchester Central's health and safety policy and observe a duty of care to other users of Manchester Central;
- To sustain a flexible and adaptable attitude to self and the work of the department;
- To be aware of issues of equality and diversity and to understand and be sensitive to cultural differences;
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve the effectiveness and efficiency of service delivery;
- To undertake any other duty commensurate with this post as determined by your line manager;
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing.

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 and Qualifications	Essential	Desirable
Minimum GCSE Math's Grade C or above	✓	
Full clean driving license	✓	
Experience		
EPOS administration experience	✓	
Experience of working in a kitchen environment with stock management experience	✓	
Skills		
Proficient IT skills	✓	
Organisational & planning skills	✓	
Strong verbal communication skills	✓	
Information gathering & processing skills	✓	
Problem solving skills	✓	
Team player	✓	
Personal Attributes		
Self-Starter	✓	