

# Job Description

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## Pastry Chef

<b>Salary:</b>	Up to £31,500pa
<b>Hours:</b>	40 hours per week
<b>Working pattern:</b>	Monday to Sunday 5 days out of 7.
<b>Location and business area:</b>	Manchester Central Convention Complex – Hospitality
<b>Aim of the role:</b>	To lead the Pastry Team in the delivery of bakery products, ensuring that quality, presentation and consistency comply with company standards.
<b>Directly responsible to:</b>	Head Pastry Chef
<b>Directly responsible for:</b>	N/A

## Main areas of responsibility

- Complying with standards of service and assisting in assuring the same from all pastry kitchen staff.
- Demonstrating a hands-on approach to all bakery products produced in the Pastry Department ensuring quality, presentation and consistency meet with company standards.
- Assisting with the development of standardised recipes for all menu items ensuring that recipes are accurate and updated with the Head Chef as required.
- Ensuring that all food products prepared meet the established specifications and standards.
- Ensuring proper levels of bakery and pastry items are prepared based on forecasted needs and coordinating their prompt delivery to the designated venue for guest consumption.
- Assigning tasks effectively for the use of allocated labour, ensuring maximum results are achieved and daily production needs are met in a timely, organised and efficient manner.
- The complete set-up, cleanliness and organization of the Pastry Department and bakery areas at all kitchen locations across all sites.
- Maintaining knowledge of industry trends in the world of pastry and baking.
- Baking fresh pastries and desserts for all venues.
- Acting as a manager, team leader and motivator for the Pastry Department working closely with and maintaining good relations with all culinary team members and other departments.
- Recommending measures to improve production/service methods, equipment performance, scheduling and quality control.
- Suggesting changes in working conditions and use of equipment to increase efficiency and safety of the food service operations.
- Reviewing menu items and making changes as seen necessary.
- Ensuring that the pastry kitchen equipment is clean and in working order, reporting and preparing work orders for required repairs and ensuring that all equipment is handled safely and with reasonable care.
- Creating recipe cards for all menu items and training bakers using recipe sheets.
- Facilitating the enforcement of health, safety and sanitary rules, regulations and standards ensuring that these are followed correctly.
- Attending all meetings and/or trainings sessions as required.

## 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

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Education	Essential	Desirable
Valid intermediate food hygiene certificate		✓
Experience		
Product development	✓	
Skills		
Passion for food	✓	
Ability to train and inspire	✓	
Approachable	✓	
Organised and able to manage one's time	✓	
Ability to recognise potential problems and identify and carry out effective solutions	✓	
Strong organisational and management skills	✓	
Personal Attributes		
Enjoys working in a fast-paced environment	✓	
Self-motivated but with the ability to work as part of a team	✓	
Passion for delivering excellent levels of customer service	✓	
Willingness to undertake a flexible working pattern as needed by the business	✓	

## Pastry Chef

### 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 £30,500pa / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking**

Reporting directly to the Head Pastry Chef, this role is working on a full time, permanent basis.

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

- Leading, managing and motivating the Pastry Team in the delivery of desserts and pastries in order to exceed customer expectations
- Taking a hands-on approach to ensure all products are prepared and delivered in line with forecasted needs

The ideal candidate will have:

- Proven track record as a Pastry Chef
- Possess world class cooking abilities and a true passion for all things culinary
- A creative flair – you will be given the exciting opportunity to create and develop new menu offerings

You must:

- Have the ability to train, motivate and inspire a team
- Enjoy working in a fast-paced environment

An intermediate food hygiene certificate would be beneficial to the role.

#### Apply

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

Ref: Pastry Chef

FAO: HR Team

Email: [careers@manchestercentral.co.uk](mailto: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.