



## Kitchen Porter Supervisor

### 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 £27,000pa / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking**

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

We recognise that skills, experience, and potential come in many forms, and we encourage you to apply if you see a strong alignment between your abilities and this opportunity - even if you don't check every box. We are committed to building a diverse and inclusive team and value different perspectives and backgrounds.

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

- Supervising a team of Kitchen Porters to ensure high standards are met at all times
- Supporting kitchen operations by upholding food hygiene and health & safety practices
- Moving food items and stock around the venue and between venues as required
- Ensuring all kitchen and back-of-house areas are cleaned in line with company specifications

The ideal candidate will have:

- Previous experience in a similar supervisory or kitchen porter role
- A good understanding of food hygiene and health & safety practices
- Strong organisational skills with the ability to lead and motivate a team effectively

You must:

- Demonstrate reliability, punctuality, and a positive attitude
- Be committed to maintaining cleanliness and hygiene standards
- Be able to work flexibly in line with the business needs

### Apply

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

Ref: Kitchen Porter Supervisor

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.

# Job Description

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## Kitchen Porter Supervisor

<b>Salary:</b>	£27,000pa
<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 take a hands-on approach to ensure the day-to-day cleaning of kitchen equipment and supervision of kitchen areas in line with company standards.
<b>Directly responsible to:</b>	Head Chef
<b>Directly responsible for:</b>	Kitchen Porters

## Main areas of responsibility

- To supervise a team of Kitchen Porters, ensuring that work is completed to company standards
- To ensure that work is carried out in line with health and safety legislation and company guidelines under the guidance of the kitchen team
- The collection and cleaning of trays, pans, glass, crockery and cutlery
- Follow cleaning specifications for the kitchen and back of house areas as required
- To move food items and stock around the venue and between venues as directed
- To follow company hygiene requirements as required
- To ensure that your work surroundings and your person is kept in a clean and tidy manner at all times

## 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
Basic food hygiene qualification		✓
Full/valid UK driver's license		✓
Experience		
Previous experience in a similar role	✓	
Previous catering experience		✓
Skills		
Ability to meet demands	✓	
Consistently meet high standards	✓	
Well organized	✓	
Motivate and lead a team	✓	
Personal Attributes		
Self-motivated	✓	
Ability to work flexibly in line with the business needs	✓	