

## JOB PROFILE

<b>Job Title:</b>	<b>Department:</b>
<b>Logistics Assistant (Main Kitchen)</b>	Catering
<b>Reporting to:</b> Logistics Assistant Manager	
<b>Dimensions of Role:</b>	
<b>Type:</b> Permanent Contract.	
<b>Hours:</b> 40 hours to be worked in five 8 hour shifts over seven days, with one hour unpaid lunch each day.	
<b>Key Purpose of Role:</b>	
<ul style="list-style-type: none"> <li>• To assist the Logistics Manager and Logistics Assistant Manager to ensure the Ground is operated in the most efficient way possible.</li> <li>• To provide supervision of the Logistics Porters to Executive Chef and Head Chef within the Main Kitchen and Pastry Kitchen.</li> <li>• To carry out porter duties including cleaning, procurement of cleaning products, along with distribution of food, plates and other equipment as required.</li> <li>• Assist and maintain 5 star rating for food safety</li> <li>• To train and induct new casual kitchen porters</li> </ul>	
<b>Main Tasks and Accountabilities:</b>	
<ul style="list-style-type: none"> <li>• Prepare and manage rotas for the logistics porters in the Main Kitchen.</li> <li>• Arrange and assist in procurement/storage of chemicals/cleaning products (£34k pa).</li> <li>• Supervise cleaning of the Main Kitchen and cold production areas (rooms, walls, equipment, fridges, lifts, floors and catering bins etc).</li> <li>• Assist Estates with the planned maintenance programs to ensure kitchen equipment (dishwashers etc.) are maintained and operate efficiently.</li> <li>• Supervise cleaning of all catering 'small wares' (pots, pans, plates, cups cutlery etc.)</li> <li>• Supervise the distribution of plated and non-plated food to all areas of ground as necessary – approx. max 15,000 portions of food on Test Match days (3 meals x 4000).</li> <li>• Ensure cold production, delivery area and all floor within that area have a scheduled cleaning rota in place.</li> <li>• Identify and inform Estates Department of any maintenance issues (dishwashers, leaks, equipment failures etc.) including damaged surfaces, cracks in walls etc.</li> <li>• Supervise up to approx. 15 Casual Porters on Major Match days and brief them on duties and all work details and assist Logistics Manager and Assistant Logistics Manager with Ground requirements. Assist with recruitment and training process to build a suitable team of Logistic Porters.</li> <li>• Manage the waste disposal unit and record levels of waste.</li> <li>• Provide a weekly logistics planner for food movement and duties to marry up to weekly rota.</li> <li>• Liaise with Head Chef on his or her requirements for days ahead i.e. food deliveries and service times for functions.</li> <li>• Provide monthly stock takes of the TLS area to ensure equipment levels are correct.</li> <li>• Ensure cleaning schedules are complete and up to date.</li> <li>• Carry out daily checks of previous days' business and collect unreturned items.</li> <li>• Management of team briefings.</li> <li>• Attendance of Kitchen and BOH operation meetings weekly.</li> <li>• Organise monthly training sessions with Logistics Manager.</li> </ul>	
<p><i>This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties</i></p>	

*might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.*

**Variations of job relating to Major Matches:**

- Check-in, allocation and briefing of all agency and other casual staff.
- To ensure ALL food is dispatched to areas in plenty of time using the correct resources.
- Regular checking of Main kitchen needs and return of equipment to Hot & Cold production for following days' business needs.
- Special attention to cleaning schedules to avoid slips, trips and falls.
- Carry out risk assessments daily on the opening of kitchen.
- Keep up to date with any changes to health and safety regulations.
- Any other duties as required whether in the Department or elsewhere around the Ground.
- Attend at all Major Matches with extended hours as appropriate.

**Values and Behaviours:**

- Have a positive and proactive approach to all elements of the role
- Take responsibility for own actions and outputs
- Be respectful to all MCC staff and visitors
- Actively promote team work by supporting others and sharing knowledge
- Deliver high quality work and/service in a timely way

**Health and Safety:**

- At all times to be responsible for the safety of yourself and others through adherence to Club (and legal) safety rules and procedures.
- To be familiar with fire and evacuation procedures.
- To communicate necessary Health and Safety information to casual / agency staff and other visitors/customers.
- Wearing of any required protective clothing and equipment.
- To be familiar with Manual Handling procedures.
- To follow all rules and procedures for usage and maintenance of Club vehicles.

**Person Specifications, Skills & Qualifications:**

**Essential**

- Experience in a similar role/activities.
- Will ideally have worked at a high profile venue, preferably a sporting venue
- Honest and reliable.
- Good attention to detail.
- Flexible planning and organisational skills.
- Committed work ethic.
- Good interpersonal skills.
- Basic COSHH qualification/knowledge.
- Basic Food Hygiene qualification/knowledge.
- Clean Driving Licence.
- Experience of driving a forklift.
- IT literate.
- Food Hygiene Level 2.

**Desirable**

- An interest in cricket

**Written By:** Keith Wyatt

**Accepted by:**

**Date:** May 2016

**Date:**