

MARYLEBONE CRICKET CLUB (MCC)

JOB PROFILE

Job Title Logistics Assistant Manager	Department Catering
Reporting to Logistics Manager	
Dimensions of Role Hours 40 hours to be worked in five 8 hour shifts over seven days with one hour unpaid lunch each day.	
Key Purpose of Role <ul style="list-style-type: none"> ▪ To assist the Logistics Manager with ensuring the Ground is operated in the most efficient way possible and effectively managing line reports. ▪ Assist with maintaining 5 star rating for Food Safety. 	
Key Tasks and Accountabilities <ul style="list-style-type: none"> ▪ Managing two Logistics Assistants and overseeing all Logistics Porters both within the Kitchens and around the Ground. ▪ Managing and tracking the movement of equipment and furniture around the Ground. ▪ Managing biannual stocktakes of equipment, linen and furniture. ▪ Assisting the Staffing Team with the control of staff uniforms. ▪ Overseeing the control of linen for all events at the Ground. ▪ Managing the set-up, breakdown and cleaning of all satellite kitchens. ▪ Ensuring dishwashers, glass washers, coffee machines and boilers are maintained and cleaned. ▪ Managing and controlling the chemical store and monitor stock levels. ▪ Assisting with the hire of equipment and ensuring signed paperwork is retained for tracking purposes and to minimise losses. ▪ Attending weekly operations meetings. ▪ Managing deliveries and distributing ice. ▪ Carrying out porter duties including cleaning, procurement of cleaning products, along with distribution of food, plates and other equipment as required. ▪ Providing training and induction for new staff. ▪ Other ad-hoc duties as required by the Catering Department. <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 might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.</i></p>	
Variations of job relating to Major Matches <ul style="list-style-type: none"> ▪ To work with the Senior Operations team to ensure all areas are supported and have the correct levels of equipment, linen, disposables and furniture. ▪ To ensure stock is protected and that staff presentation and behaviour meets required customer service standards. ▪ 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 employees, casual workers and visitors
- Actively promote team work by supporting others and sharing knowledge
- Deliver high quality work/service in a timely way

Health and Safety

- At all times be responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures.
- Be familiar with fire procedures and evacuation procedures and be prepared to operate when /if trained as Fire Warden.

Person Specifications, Skills & Qualifications

- Experience of logistics and managing back of house equipment.
- Experience of supervising/managing staff.
- Fork Lift trained.
- Excellent communication and interpersonal skills, with the ability to communicate effectively with a wide range of individuals.
- High level of initiative, with proven administrative and organisational ability.
- Ability to work quickly under pressure maintaining a high level of accuracy and detail.
- Ability to create relationships within at all level and within Catering, other departments and external suppliers.
- IT literate, including Microsoft Office.
- High standard of personal presentation.
- Flexibility in working hours as there is a regular need to cover evenings and weekends.

Desirable:

- Experience of multi-site operations.
- Experience of managing teams of variable size.

Written By Keith Wyatt**Date** 20.06.2016**Accepted by****Date**