MARYLEBONE CRICKET CLUB (MCC) JOB PROFILE

Administrator (Catering)

Department: Catering
Reporting to: Executive Chef
Contract: Permanent

DIMENSIONS OF ROLE

Hours: Five shifts of nine hours rostered between Monday to Sunday, including one-hour unpaid lunch on each day worked; making a total of 40 working hours per week.

KEY PURPOSE OF ROLE

To assist the Executive Chef and Senior Kitchen team with achieving targets set by MCC on food standards, budgets, health & hygiene and food safety.

KEY TASKS AND ACCOUNTABILITIES

• To understand the business needs and requirements.
• To carry out all reasonable tasks expected by management.
• Ensure attendance of all relevant training and development courses.
• Assist the booking of food delivery notes and report any discrepancies to food procurement analyst.
• Ensure all function sheets are correct, up to date and distributed to all kitchen teams when required.
• To assist with staffing duties.
• Month end stock take which includes counting and inputting in Epsys.
• Print and distribute daily prep list for food ordering and production.
• Assist senior kitchen team with food ordering based on analysis of standard recipes and business demand.
• Building and monitoring SOP’s
• Managing Chef’s uniforms.
• Reporting and managing the team’s holidays.
• Rota management.

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.

VARIATIONS OF JOB RELATING TO MAJOR MATCHES

• Attendance at all major match days, including weekends.
• Any other duties as required whether in the Department or elsewhere around the Ground.

VALUES AND BEHAVIOURS

SMART
• We make informed decisions
• We cut out inefficiency and complexity
• We ensure that everything we do looks, sounds and feels high quality

ATTENTIVE
• We are welcoming hosts to people of all cultures and backgrounds
• We pride ourselves on impeccable manners
• We work with other organisations for the good of the game
We set our own high standards
We constantly seek out better ways of working
We encourage people to be imaginative in their work

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
To report any unsafe practices, equipment or circumstances as appropriate.
Comply fully with relevant security policies and procedures.
Be familiar with fire procedures and evacuation procedures and be prepared to operate when/if trained as a Fire Warden

PERSON SPECIFICATIONS, SKILLS AND QUALIFICATIONS

Good understanding of Microsoft package, mainly excel.
Well organised and attention to detail.
Strong communications skills.
Have a helpful, proactive and positive attitude.
Self-motivation and ability to work independently.
Ability to work in a fast-paced environment.
Previous experience in rota management, stock control and food ordering processing.
Knowledge of procurement and stock control systems and procedures.
In depth food product knowledge.
Food safety level 2

Written by: Karl Pearce
Date: December 2021

WORKING AT MCC

Gym Canteen Pension Flexible Hours Tickets Maternity Health Insurance Cycle to Work Holiday