

# **Catering Co-Ordinator Pakenham Bowls Club**

The Catering Co-Ordinator is responsible for the operation of the kitchen and its facilities.

## **Responsibilities:**

- Supervise the kitchen and catering requirements for a full range of club activities.
- Supervise the cleaning and housekeeping requirements of the club pavilion.
- Liaise with the Treasurer regarding the financial management of the catering and cleaning operation and manage costs and charges to at least break even.
- Be responsible for all catering and cleaning purchases and to account for same.
- Account for all monies received.
- Liaise with the Selectors, Tournament, Membership and Social Co-Ordinator's regarding catering services required.
- Liaise with the Treasurer as regards community bookings of the club premises.
- Oversee the maintenance of the kitchen white ware, cutlery, crockery and other equipment.
- Co-opt other members and prepare rosters to assist with catering cleaning and housekeeping duties.
- Organise hospitality for visiting clubs/groups as necessary.

## **Knowledge Management.**

- Be aware of all of the statutory requirements to operate a kitchen.
- Ensure all certificates are up to date.

## **Succession planning.**

A key responsibility of the Catering Co-Ordinator is to ensure that at the end of their term a new Catering Co-Ordinator can be easily recruited.

## **Requirements.**

The Catering Co-Ordinator is expected to:

- Act in the best interest of the members always.
- Attend all Committee meetings.
- Undertake the role in good faith and honesty.

If at any stage the Catering Co-Ordinator becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Chair of the conflict who will immediately inform all other committee members.

## **End of year hand over.**

Updating key documents.

- At the end of each year a key activity of the Catering Co-Ordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming Catering Co-Ordinator.

- An important responsibility of outgoing Catering Co-Ordinator is to train, mentor and support incoming the incoming Catering Co-Ordinator.