

Catering Coordinator

Job Title: Catering Coordinator

Supported By: Operations Manager

Brief summary: The Catering Coordinator is responsible for planning, coordinating and overseeing the catering arrangements for the event. For most events this will involve organising a lunch area where athletes and coaches may sit down to have their lunch, athletes and coaches should be reminded to bring their own lunches with them. It will always involve provision of a lunch area and lunch pack for any volunteer working for a full day on the event. The Catering Coordinator must ensure that all catering health and safety regulations are adhered to.

Key tasks & responsibilities checklist

Pre-event

Completed (✓)

Liaise with the Operations Manager on the number of volunteers; and details of what catering has been ordered for the event and delivery times etc..

Develop the event day plan for Catering. To include deliveries, loading area, storage, seating, services, cleaning, etc.

Plan the layout of the volunteer break area

Identify a lunch area where athletes and coaches may sit down to have their lunch

Create a roster for catering volunteers, allowing time for breaks

Event day

Brief all Catering volunteers at start of day

Set up the Volunteer break area

Set up an area for any special dietary requirements to ensure these lunches are given to the correct volunteers.

Coordinate and oversee the work of all Catering Volunteers

Check in with volunteers throughout the day, rotate volunteer positions as necessary

Ensure volunteer break area is kept clean and tidy, ensuring health & safety guidelines are adhered to

Report any issues to the Operation Manager

Make sure areas being used by Catering are returned to their original state

Ensure all equipment is returned in working order. Advise Operations Manager of any damaged or lost equipment

Thank volunteers and gain any feedback from their experience and pass same onto the Operations Manager.