**POSITION TITLE: Catering Coordinator**

**DIVISION/BRANCH: Conference Centres Division**

**LOCATION:** Blue Gum Lodge

**REPORTS TO:** Centre Manager

**AWARD/CLASSIFICATION:** Hospitality Industry (General) Award, Level 5

**KEY INTERACTIONS: Externally:** Suppliers, Clients

**Internally:** Catering Team, Conference Centre Stakeholders and Christian Outdoor Education Stakeholders

**EMPLOYMENT TYPE:** Permanent,Fulltime (rotating shifts Monday – Sunday)

**DATE EFFECTIVE:**  June 2019

**APPROVED BY:** Head of Conference Centres

**ANGLICAN YOUTHWORKS**

Youthworks is chartered by ordinance to assist the Sydney Anglican diocese in its ministry towards children, youth and families with the freedom to serve beyond this field (both denominationally and geographically). Youthworks therefore seeks to serve youth directly, as well as through the institutions where they may be found, namely in families, churches and schools. It fulfils this through its vision, mission and values as stated on our [website](https://www.youthworks.net/about/mission-values).

**Youthworks Conference Centres**

Youthworks Conference Centres provide a place of temporary community for groups for relational and personal growth. We are intentional partners to schools, churches and like-minded community groups through networking, collaboration and facilitation of Word ministry. We are providers of outstanding venues in amazing locations and Christian hospitality. We believe our interactions with our guests and each other are opportunities to promote and proclaim the gospel.

**POSITION PURPOSE**

To oversee and have responsibility for all catering operations, including but not limited to staffing, food service, menu planning and HACCP compliance; to ensure quality service from start to finish.

**POSITION RESPONSIBILITIES**

*Food Production*

* Prepare ingredients / food for cooking and service
* Cook and prepare menu items in cooperation with the rest of the catering staff
* Ensure that all food and other items are stored properly
* Ensure that food is prepared and delivered in the correct quantities to service point(s) in a timely fashion
* Menu planning and product development as required including but not limited to well-balanced menus, client group suitable menus, menu development within budgetary guidelines, and formulating and testing new menu items and recipes
* Manage clients special dietary needs as per Youthworks policy and process
* Manage high quality client-centered catering service that achieves a pleasant experience for clients and promotes Youthworks in a positive way

*Systems*

* Monitor the sanitized and orderly environment in the kitchen
* Accurately maintain and keep up to date relevant records as needed by Youthworks and industry standards
* Ensure that any irregularities in operations and systems are reported to relevant stakeholders as soon as possible
* Provide feedback on system improvement measures that ensure excellence in service to our clients

*People*

* Overall recruitment, supervision, training, and mentoring responsibility of all catering staff (staff recruitment in consultation with the Centre Manager)
* Maintain the catering staff roster to ensure that all client groups are serviced in the area of catering
* Lead catering team meetings as required
* Participate in regular operations meetings
* Ensure that catering staff are wearing appropriate clothing including supplied uniform items and where necessary safety equipment / clothing
* Ability and availability to, if required and appropriate, cover rosters Monday to Sunday to assist with seven-days-per-week operations

*Finance*

* Order and stock inventory (food and equipment) within budgetary limits to ensure that catering operations can happen effectively
* Authorisation of catering and related invoices on a weekly basis
* Review regularly, and action amendments as necessary, the catering budget with the Centre Manager

**Employee responsibilities**

* Attend Youthworks conferences, events and training
* Adhere to Youthworks policies and procedures
* Propose and undertake appropriate professional development
* Keep abreast of industry knowledge, initiatives and changes for continuous improvement in service delivery
* Perform additional duties within skill set as required from time to time
* Comply with Youthworks standards as well as industry regulations and safety standards
* Contribute to the improvement of the policies and procedures
* Ensure all relevant reporting occurs promptly, is enacted as needed and filed accordingly
* Work autonomously and effectively in a ministry environment where it is important that time is used efficiently, honestly and resourcefully
* Be an active team member participating in team meetings and devotions, and be an active member of the Youthworks community
* Personal Christian faith and willingness to work within an Anglican organisation
* Demonstrate continual commitment to Youthworks’ Mission
* Work consistently and model appropriate behaviour in line with the values and ethos of a Christian employer

**SKILLS, KNOWLEDGE AND EXPERIENCE (SELECTION CRITERIA)**

**Essential**

* Experience in cooking/catering for large numbers (50+ people)
* Proven knowledge of Industry and Safety Standards
* Applied knowledge of special dietary needs
* Experience leading a team
* Experience with managing budgets
* A passion for cooking
* Excellent organizational and time management skills with the ability to multitask and to be flexible to reflect changes in priority
* Proficiency in using a range of software applications, including Microsoft Word, Excel, PowerPoint and databases
* Well-developed written and verbal communication skills with a focus on providing strong customer service
* A systematic and focused approach to tasks with a strong attention to detail
* An ability to work with a wide range of staff to achieve effective outcomes
* Strong work ethos
* Personal Christian faith and willingness to work within an Anglican organisation
* Commitment to work with Youthworks mission
* Verified and cleared Working with Children Check number for paid employment.

**Desirable**

* Catering or cooking qualifications
* Hep C and Hep B Immunisations

|  |  |  |
| --- | --- | --- |
| **Acknowledgement** | **Employee** | **Supervisor** |
| I understand and accept the responsibilities as outlined in this role description. | Signature:  Date: | Signature:  Date: |