POSITION DESCRIPTION for CATERING COORDINATOR

LUTHER COLLEGE MISSION STATEMENT
Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.

Position: Catering Coordinator

Mode/Conditions: Casual employment

Hours: Part time – hours will vary based on school calendar

Mode: School Officer Grade B – Services Stream
Lutheran Education South Eastern Region (Victorian Schools) Multi Enterprise Agreement 2014

PRIMARY ROLE PURPOSE

The major responsibility of the Catering Coordinator is to manage and prepare catering requirements within the College. The successful applicant must be versatile, possess a happy disposition, good communication skills and be able to work under pressure. Hours will vary from week to week dependent on catering requirements; after hours and weekend work may be required.

The Catering Coordinator will be responsible to the Principal, via the Business Manager.

SKILLS AND ABILITIES

- Innovative and creative approach towards cooking and food presentation;
- Excellent time management and organisational skills;
- Ability to effectively multi-task and show attention to detail at all times;
- Ability to meet the obligations of, and effectively manage a financial budget;
- Ability to manage administrative tasks effectively, including managing incoming function requests;
- Ability to engage and manage a team of assistants (as required);
- Ability to achieve objectives by implementing effective management practices and quality service orientation;
- Understanding and working knowledge of food safety.

DUTIES AND RESPONSIBILITIES

Catering Coordination

- Working with the various College departments, develop, monitor and maintain a catering calendar for the College over a 12-month period;
- Manage all incoming catering bookings via electronic catering request forms;
• Organise and prepare catering to meet budget requirements;
• Produce periodic catering reports and distribute to the Business Manager.

**Catering and Venue Preparation**

• Organise and prepare all food and beverage requirements for College functions, including staff morning teas /luncheons /dinners and other special functions as required;
• Organise and supervise venue set-up and end clearing, to include trestle tables, chairs, urns, table clothes, cutlery, crockery, serviettes etc;
• Communicate regularly with the department requesting the event to ensure all their requirements are being met;
• Ensure the Kitchen/Dining Room areas are cleaned and maintained, reporting any malfunctions/breakages to the Canteen Manager and/or Facilities Manager.

**Food Handling and Compliance**

• Maintain extensive knowledge of current Food Handling regulations and, keep abreast of any changes to such regulations, and be proactive in attending appropriate training or courses in relevant areas with approval from the Business Manager;
• Ensure that the correct Food Handling and hygiene practices are observed to prevent food spoilage and contamination;
• Be responsible for ensuring that the Kitchen/Dining Room areas are a clean and safe workplace, meeting all legal requirements of Food Handling and Health & Safety;
• Ensure all catering and function assistants are aware of and competent in correct Food Handling and hygiene practices;
• Be responsible for the health, safety and welfare of catering and function assistants.

**KEY RELATIONSHIPS**

**Professional and productive relationships are required to exist with the:**

• Principal
• Business Manager
• Canteen Manager
• PFTA Coordinator
• Staff
• Suppliers

**Child Safety**

As Luther College has a commitment to child safety, non-Teaching Staff will be responsible for understanding and applying the College’s child safety policies and procedures; including:

• complying with the College’s Child Protection Code of Conduct and staff-student professional boundaries
• identifying and proactively addressing risks
• identifying indicators of possible child abuse
• reporting concerns to one of the College’s Child Safety Officers
• taking all practicable steps to protect students where a risk to their safety has been identified
• managing disclosures
• reporting
Experience, Qualifications and Special Conditions:

1. Mandatory experience within the catering industry, or in a similar role as a chef;
2. Relevant and current Safe Food Handling qualifications, with the completion of units of competence from an appropriate training provider in order to be deemed competent as a Food Safety Supervisor;
3. A successfully completed Working with Children Check.

Confirmation of documentation:

_________________________________________  ....../...../.....
Principal  (Signature)

_________________________________________  ....../...../.....
Catering Coordinator  (Signature)