



Catering Coordinator Job Description

JOB PURPOSE:	To coordinate the provision of quality catering and refreshments to both church and centre events. Overseeing casual catering staff and volunteers. To provide practical support at catered events. To maintain records for all catering expenses and stock levels. To ensure compliance with Food Standards and Health & Safety Regulations.
HOURS:	15 hours (0.4FTE)
ACCOUNTABLE TO:	Office Manager
RESPONSIBLE FOR:	The overseeing of the Centre kitchen in a professional and business-like manner, focusing on achieving high standards of cleanliness, and always maintaining a level 5 Food Hygiene rating.
BASED AT:	Kings Centre
KEY AREAS OF RESPONSIBILITY	KEY TASKS
Catering	<ul style="list-style-type: none">a) Provide quality refreshments and catering for church activities and lettings.b) Supervise casual staffing and volunteer requirements of the kitchen.c) Assist in the recruitment process.d) Ensure that all users are trained and proficient in food safety and that all paperwork is available upon inspection. To review users training and practices to ensure standards always remain high.e) To keep up to date with, and always ensure compliance with, hygiene regulations and health and safety requirements, renewing kitchen specific health and safety policies annually.f) To ensure kitchen equipment is kept maintained to a satisfactory standard that complies with current Health and Hygiene legislation. Ensuring written records are obtained, annual servicing and a call out facility in emergencies.g) To focus on profitability of Centre catering supplies and to work within a budget.h) To review and update conference and celebration menu choices, monitoring the cost effectiveness of Centre catering which includes offering competitive prices, and the ordering / managing of stock.i) Practical involvement in the provision of catering to Centre users.
Administration / Other	<ul style="list-style-type: none">a) To ensure the paperwork for all events is completed and submitted to the office on time, and to produce reports and statistical data, as required.b) To offer practical assistance at events as needed.c) To be aware of the fire procedure and evacuation policy when acting as event manager at out of hours events.d) Any other administrative tasks as required by the Executive Pastor.

Kings employees are also accountable for promoting a positive image of the church and reflecting our core values within the wider community.

We want to be welcoming, encouraging, thankful, real, adventurous, and generous in all we say and do.