

JOB DESCRIPTION
WILLIAM BENDLOWE CHARITY (Reg No. 241285)
OPERATING IN SHALFORD & SURROUNDING AREAS

Position: Catering Lead
Reporting To: Events Co-Ordinator

ROLE PURPOSE

To procure the correct high-quality provisions as per the Shopping List for the proposed Event paying particular attention to Level 2 Hygiene Certificate and allergies.

Key Responsibilities

- To consult the shopping list and purchase the provisions the day before the event from a local supermarket
- To pay attention to the cost of the shopping and ensure it is in line with the budget
- To ensure that the provisions are stored in accordance with the Level 2 Food Hygiene and Safety Certificate
- Allocate duties to kitchen assistants
- To prepare and supervise the preparation of the food in accordance with the regulations stated in the Level2 Food Hygiene and Safety Certificate
- To ensure correct utensils are used and are clean
- To keep packaging initially giving consideration to possible allergies
- To supervise clearing up and washing up

Key Skills

- Level 2 Food Hygiene and Safety Certificate
- Supervisory Skills

Key Attributes

- Willingness to work as a team offering to assist other members of the Charity when necessary especially if possessing the required skills, experience etc needed
- Willingness to adhere to and abide by the rules & regulations outlined in Level 2 Food Hygiene and Safety Certificate and in-house policies of the Charity
- Understanding and empathy for the needs of those attending

Name: Date: