

POSITION DESCRIPTION – Catering Manager	
Organisation: Yerrinbool Bahá'í Centre of Learning	Area: Catering Management
Reporting to: YBCL Director	
<p>General Description: The Catering Manager is appointed by the National Spiritual Assembly of Baha'is of Australia and is responsible for managing the entire catering processes, including but not limited to, meal planning and preparation, procurement of groceries and supplies, cleaning of catering area, management and training of all staff and volunteers in catering department.</p>	
<p>Specific Responsibilities:</p> <ol style="list-style-type: none"> 1. <u>Catering Management:</u> <ol style="list-style-type: none"> 1.1. Procure all the materials required for preparation of food; ensuring good quality ingredients are purchased at an economical price. 1.2. Manage the entire catering operation at the Centre, including menu planning, meal preparation, and meal service for booked functions and events. 1.3. Supervise the kitchen staff and volunteers, ensuring observance of safe practices in all activities. 1.4. Maintain a high level of hygiene in the kitchen and dining hall at all times. 1.5. Undertake all activities in accordance with health and safety regulations. 2. <u>Code of Conduct</u> <ol style="list-style-type: none"> 2.1. Observe and comply with the National Spiritual Assembly's Code of Conduct at all times. 3. <u>Work Health and Safety</u> <ol style="list-style-type: none"> 3.1. Comply with all safe work practices and procedures set in place by the YBCL Board. 3.2. Report any potential hazards, or risks, to your health and safety, or the health and safety of others on the premises as soon as practicable. 3.3. Report any mishaps, incidents or injuries that may occur or you become aware of immediately, to the YBCL Operations Manager. 3.4. Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with WorkCover and other requirements. 3.5. Fix any problems/hazards within your scope of responsibility and financial delegation. 3.6. Attend all compulsory and relevant training. 4. <u>Reporting Requirements:</u> <ol style="list-style-type: none"> 4.1. Provide monthly progress reports to the YBCL Director. 4.2. Prepare a "Maintenance Required" report after each function and event and submit to the YBCL Operations Manager. 4.3. Prepare an annual maintenance and upgrade report and submit it to the YBCL Operation Manager once a year 4.4. Observe all Health and Safety reporting requirements as specified above in Section 3. 	
<p>Location: 27 Sierra Street, Yerrinbool, NSW, Australia.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> • Allowances based on the needs of the successful candidate. • On-site accommodation including the cost of utilities and essential groceries. • Access to the Centre's motor vehicle.