



metro assist

POSITION DESCRIPTION

Position Title	Cook & Catering Coordinator
Employment Status	Casual
Industry Award	Hospitality Industry (General) Award 2010
Reporting to	Enterprise Development Manager
Directly Supervising	Hospitality Trainees
Work Area	Canterbury-Bankstown and Inner West
Work Location	Ashfield and other sites as required
Date Prepared	November 2018
Employment Conditions	Position is subject to a Working With Children Check and National Police Check

Position Summary

Metro Assist, a not for profit organisation, is committed to a socially just society which provides avenues for all people to fulfil their potential. We are establishing a new start-up social enterprise in partnership with Pratten Park Bowling Club in Ashfield, which provides formal and on-the-job training as a pathway into hospitality and catering. It addresses high levels of unemployment among migrants and refugees and provides crucial local work experience, and an onsite Café which provides catering will be operated to achieve the aims of the partnership.

The a Cook & Catering Coordinator will run the commercial entity, manage food safety, organise and manage catering, roster staff, supervise hospitality students, budget management and assist with business development opportunities to maintain financial viability.

Key Duties & Responsibilities

Rostering

- Preparation of weekly and monthly staff/volunteer/ hospitality students
- Adjust rosters in accordance with staff/volunteer/ hospitality students availability and catering demands
- Communication of roster to all staff/volunteers/ hospitality students

Event Management

- Organising and managing catering events including equipment hire and setting up service requirements

Procurement and Inventory

- Sourcing new suppliers
- Responding to and managing all catering enquiries
- Manager inventory system ensuring efficiency in purchasing and receiving
- Accomplish low wastage and uphold weekly stocktakes
- Completion of all orders
- Coordination with Finance team on supplier payments and staff wages
- Regular maintenance of equipment and kitchen and creation of cleaning rosters

Supervision

- Coordination of cooking schedule and catering orders and events
- Manage and train casual staff and volunteers and hospitality students
- Regular review of catering and cafe menus including pricing
- Maintain quality of food produced and served, and take corrective measures where necessary
- Ensure and maintain appropriate standards of hygiene in accordance with food safety standards

Safety performance

- Ensure all staff, volunteers and hospitality students are following WHS policies and procedures
 - Report identified hazards and workplace incidents and actively contribute to mitigate and/or reduce any risks
 - Respond to emergency situations and crisis
 - Undertake WHS activities as required and assist WHS Manager in ensuring WHS compliance is being met
-

Decision Making Authority

You are responsible for fulfilling your duties within the framework of legislative requirements and Metro Assist Limited's policies and procedures. Issues are usually resolved without reference to your immediate supervisor but matters that arise which are outside the policy framework or matters which may potentially escalate to the detriment of Metro Assist Limited should be reported to your immediate supervisor.

Endorsed by: CEO November 2018

Employee Acknowledgement

I acknowledge the following:

- I have read and discussed this position description with my manager; and
- I understand the position objectives, key tasks, responsibilities and performance standards.

Employee Name: _____

Employee Signature: _____

Date: _____
