

REIGATE PRIORY BOWLING CLUB

Role Description

Role Title: **Catering Manager**

General Description

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members, by ensuring there are sufficient food supplies for the events being catered for.

Specific Duties

1. To check cupboards before the start of the season to ascertain what supplies are required.
2. To arrange for required supplies to be purchased.
3. To liaise with Captains regarding arrangements for Invitation Days.
4. To keep supplies replenished as required throughout season.
5. To ensure receipts are forwarded to the Treasurer.
6. To regularly check the fridge for out of date items or items which have been put back in the fridge after being out on display.
7. To ensure all relevant Health and Safety instructions are adhered to.
8. To liaise with other catering volunteers to ensure sufficient support is available for special events i.e. Invitation Days, social events etc.
9. To adhere to all RPBC policies and procedures.
10. To attend Committee meetings on an ad hoc basis to discuss any matters relating to the provision of catering during the season.
11. To maintain a list of any equipment items received or removed from the kitchen in order to keep the Treasurer informed, so that the Asset Register may be kept up to date.
12. To oversee the cleaning of the kitchen prior to the commencement of the season, and liaise with other volunteers.

Other Duties

1. To actively involve Club members in the day to day running of the Club, to ensure a succession of knowledgeable participants for the future.
2. To undertake such other tasks as may be reasonably requested by Captains or Chairman.