

## **Job description for Catering Supervisor**

Responsible for the following activities, but sharing on-the-day workload with other volunteers.

Catering provided from Daisy's kiosk on Open Thursdays (weekly, March to November), Open Days (9 a year, February and April to October) and for Group Visits.

### **Health & safety/environmental health (Working with Trustee responsible for Health and Safety)**

- Be First Aid trained and prepared to take responsibility in a H&S incident

### **Management of equipment**

- Regular reassessment of H&S and sufficiency of equipment and any need for replacements

### **Procurement & stock control (Some job-sharing with other volunteers)**

- buying, reporting of costs, engaging with Trustees on pricing based on understanding of costs

### **Cleaning**

- deep cleans and regular cleans

### **Rota for Daisy's (Working with Trustee responsible for volunteers and Trustee responsible for Group Visits)**

### **Supervision of Daisy's on Open Thursdays, Open Days and Group Visits (Job-sharing with other volunteers)**

- Supervision of catering volunteers and responsible for cooking, sales and cash management (not currently responsible for i-zettle handling)

### **Waste management including recycling (Job-sharing with other volunteers and responsible with Trustee Day Supervisor for ensuring that no waste left on site at end of day)**

- Comply with catering waste management policies, as currently set out in sustainability policies