

Catering Team Lead

Pre-Meeting -Tasks

- A week prior to meeting consult with Committee Catering rep to establish approx. numbers attending meeting.
- Check availability of catering team (3 others).
- A day or two prior to meeting purchase food and keep receipts. Refer to List in Catering Kit for what to buy. Check “use by dates”.
- Check with Committee members responsible for bringing tea, coffee (brew and instant) milk and sugar and water urn, coffee urn, extension leads, cups, containers for scraps).
- Ensure tablecloth and tea towels are clean and are freshly laundered.
- Ensure Catering Kit has enough clean food handling gloves, serviettes, etc

Day of Meeting -Tasks.

- Co-ordinator and team arrive by 8.30 am.
- Team to fill and turn on water urn, prepare coffee urn and turn on (instructions available).
- Prepare tables and lay out cups, food. Ensure allergy notices displayed.
- Ensure team are aware of food handling requirements (Food Handling Guide available).
- Collect receipts and give to Treasurer for reimbursement.
- At end of meeting clear table, collect cups, wash equipment and clean food preparation area. Sweep kitchen floor.
- Pack up Catering Kit, including table cloth and tea towels.

Approximate time involved: 2 hours prior to a General Meeting and 4 hours at these meetings (5 meetings per year).