

## INFORMATION PACK

An opportunity is available to work as a Catering Coordinator at Nations Church.

<b>Position Title:</b>	<b>Catering Coordinator</b>
<b>Position Location:</b>	Myaree Campus – Perth, Western Australia
<b>Position Type:</b>	Part-time/Casual 2 days a week

### Responsibilities

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To manage the planning and execution of all catering requirements for Nations Church (Perth Campuses).

- Oversee and monitor stock levels and storage of food in kitchen and storage areas. Date and label food products, maintain inventory records, and enforce 'First In, First Out' procedures to ensure the timely use of stored food.
- Liaise with all departments re catering requirements and assess needs – create a catering schedule plan for each quarter/term
- Order/purchase food for Events and special Sunday Services according to event/department budget
- Direct and manage volunteers in food preparation and cooking for Events and special Sunday Services, create schedules and tasks so volunteers are clear and event requirements are met. \*This will require you be present for these afterhours/weekend events in addition to your allocated work days.
- Ensure that sanitation standards and food safety are met. (basic certification would be helpful)
- Liaise with and book outside caterers where necessary
- Create and maintain relationships with various external providers and teams at other campuses

### Skills and Experience

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- Prior food service/event planning experience or catering
- Networking and Leadership skills
- Good financial management skills

Please forward cover letter and resume to [info@nationschurch.com](mailto:info@nationschurch.com) by **Feb 28, 2018**

**Thank you for your interest  
Nations Church**