

Catering Admin Coordinator

Job Description

Your Job Purpose

- Ensure all the administrative duties are carried out for the catering team to be able to give our guests outstanding hospitality
- Administer the food control plan
- Communicate the needs of our guests to the Catering Team

Our Mission

Totara Springs is a Christian camp that brings God's love to each person who visits. We are especially committed to serving our guests with outstanding hospitality.

Organisational Context

<i>Responsible to:</i>	Catering team Leader
<i>Direct reporting roles</i>	Catering Team leader
<i>Department and Team</i>	Catering and Team Leader
<i>Functional Relationships (internal and external)</i>	Team leaders Operations Manager Bookings Coordinator Instructor/Host team Ministry Development Guests Vendors and delivery drivers Housekeeping team

Your Key Job Responsibilities and Performance Expectations

Administration

- In conjunction with the Catering Team Leader ensure rostering needs are covered:
 - Ensure days off are done on time
 - Roster adequate time off without leaving the team understaffed, including catering team, dishes teens, casuals, kitchenhands
 - Finding sick leave cover when needed.
 - Be the contact point for dishes teens.
- At the direction of the Catering Team Leader research kitchen purchases
- Oversee the induction of new team members
- Ensure Chemical supplies are at an appropriate level for the operations of the kitchen
- In conjunction with the Catering Team Leader create training plans for staff

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- Assist team members with filling in training applications.
- Take minutes at team meetings

Food Control Plan

- In conjunction with the Catering Team Leader ensuring the Food Control Plan is being followed.
- Complete Food Control Plan administration
 - Organise audit information and dates.
 - Keep all training records up to date.
- Oversee the administration of Chomp (Food control plan task manager)
 - Check that Chomp is been completed daily
 - Following up with staff where necessary.
 - Ensuring all Catering staff are trained in the use of Chomp.

Communications

- Using Venue 360 and Communication with Bookings Coordinator to pass on the guests needs including
 - Group numbers
 - Special diet requirements
 - menu requests
- Meet with TL at least once per week to discuss.
 - Upcoming groups and their needs
 - Staff training plans
 - Staff rosters
- Chomp completion

Spiritual

- Ensure that you are sharing the life-changing message of the gospel in all that you do.
- Investigate and seek out opportunities to integrate spiritual stories and values (i.e. the story of Tarore) into your everyday work to share with our guests.

Health and Safety Management

- Attend all H & S meetings, communicate between catering team and H & S Committee.
- Actively participate in the health and safety (H&S) responsibilities as outlined in the H&S Management Programme.

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- Follow all established work procedures with particular regard to the requirements for H&S, including the use of PPE, no matter of location (i.e. at camp or off-site). Refer to the latest health and safety manual.
- Actively participate in the identifying and reporting of hazards.
- Actively participate in rehabilitation and return to work procedures following an (work related or non-work related) accident, including the sharing of relevant medical information and attendance of medical appointments/assessments.
- Actively promote and support health and safety, and wellbeing initiatives or opportunities for improvement.

People, Leadership and Culture

- Be a role model and leader of TSCC values and incorporate "Our Mission" into everything that you do. This includes demonstrating an awareness of and working in a manner that adds value and grows a positive team culture.

Technology

- Become increasingly familiar with Chomp, Venue360 and other relevant applications to enhance user access.

Personal/Professional Development

- Participate in professional development initiatives and demonstrate an awareness of self and how one's behaviour and conduct may impact others.
- Take responsibility for discussing own performance and professional development with direct manager.
- Demonstrate commitment to up-skilling and further developing specialist knowledge and best practice initiatives.

Other Projects/Duties as assigned

- Work in a manner that is aligned with "Our Values", TSCC employee handbooks, policies and relevant legislation, in particular policies relating to conflicts of interest and confidentiality policies in all guest, TSCC community and team interactions.
- Fulfil all other agreed upon responsibilities and/or project work in a professional and timely manner.

Your workload breakdown

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50% Administration

20% Food Control plan

20% Communications

8% Cleaning

2% Personal/Professional Development

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Person Specification

Experience and Qualifications

- Experience in catering administration
- Experience working in a commercial kitchen with modern appliances
- Knowledge and experience in catering for large events
- Demonstrates a personal commitment to the mission and spiritual goals of TSCC

Technical Competencies

- Competent user of Microsoft, and Google Suites and able to learn new applications and system quickly
- Ability to provide training and transfer knowledge to others with confidence
- Knowledge of health and safety requirements for cooking in a camping/outdoors environment
- Demonstrates an inclusive and engaging communication style
- Excellent communication skills (written and verbal)
- Holistic proactive approach to wellbeing in the workplace

Interpersonal Relationships and Communication

- Good listener that can guide or influence people to act and follow correct procedures
- Written and verbal reports are clear, concise, and appropriate to the audience
- Develops productive relationships and maintains an atmosphere of trust
- Effectively resolves conflict and communicates
- Takes the initiative to build/strengthen relationships with others.

Work Styles and Personal Attributes

- Ability to work to timeframes and/or under pressure whilst maintaining professionalism (both in manner and delivery of work)
- Seeks and demonstrates ownership of issues and solutions, and resilience when faced with challenges and adversity
- Embody the values and mission of TSCC in every strategy and action
- Maintains and upholds TSCC standards and procedures in an ethical and consistent manner
- Takes appropriate and reasonable steps to solve problems or improve the status quo

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- Self-starter that sets and achieves own goals.
- Committed to maintaining a work life rhythms, advocating for yourself as needed.
- Can effectively manage interpersonal reactions and emotions when under stress