



Purpose of Role

This team work together to organise food provision, set up, service of food and clean up for the senior's ministry morning teas and lunches.

The role in practice

- Liase with the Senior's Ministry Leadership Team to organize the food for the event.
- Plan the event including food/drink requirements, service plan and people required.
- Purchase/prepare the food/drink/equipment if required.
- Set up the event including the serving areas.
- Prepare, serve and supervise the distribution of food and drinks.
- Clean up afterwards.
- Finalise payments with the Senior's Ministry Leadership Team and the OEC Administrator.

Required training

- Highly recommended: Complete the online NSW Food Authority "*Food handler basics*" training (approximately 1 hour), and provide completion certificate to the OEC office.
- New team members will be rostered with an experienced team member to provide on the job instruction and training.

Commitment

- At least once a year.

What will happen next?

You will be contacted by the Senior's Ministry Leadership Team to determine availability.