



STATE TEAM POSITION DESCRIPTION

POSITION TITLE: Catering Manager

REPORTS TO: HOD

LOCATION: State Team Hotel

Gymnastics QLD is the peak body responsible for the management, coordination, development and promotion of gymnastics in Queensland. Gymnastics QLD is an affiliate member of the Australian Gymnastics Federation.

Objectives:

The stated objectives of Gymnastics Queensland are to:

- Encourage, develop, promote and control Gymsports throughout the State of Queensland
- Establish and maintain, throughout Queensland, a uniform code of rules and regulations to govern Gymsports under its jurisdiction
- Develop a network of successful member clubs across Queensland to deliver quality Gymsports programs
- Provide services and support, to member clubs, coaches, judges and administrators, which is second to none.
- Encourage community health, welfare, physical education and research through gymnastics
- Regulate, supervise, coordinate and promote Gymsports activities, programs, competitions and events
- Facilitate cooperation between members of the Association and external organisations, bodies and individuals
- Promote membership of the Association and foster the interests of its members
- Affiliate with organisations and any other bodies to further the purposes of the Association
- Provide a means by which Clubs in Queensland can become affiliated to further these purposes

Position Description:

The Catering Manager is required to:

- Manage the processes required to cater for breakfast, lunch, snacks and dinner for all state team members.
- Complete Safe Food Handling online course
- Holds a current drivers licence (Car and minibus)

- **Specific Duties:**

- a) Produce the “shopping cart” for the supplying of Breakfast, Lunch and Snacks for sign off by the State Team Sub Committee
- b) Manage and roster catering assistants
- c) Purchase all supplies for breakfast, lunch and snacks initially and then on a daily basis
- d) Overall management of the State Team “Food Tent” from 6.30am – 10.30pm
- e) Manage the distribution of breakfast and snacks to team members
- f) Co-ordinate the preparation of food for the making of lunches by athletes and team officials
- g) Co-ordinate the serving of food for lunches
- h) Co-ordinate the serving dinner to athletes and officials
- i) Assist with preparing meals for athletes and officials returning from competition late or requiring meals at specific times
- j) Submit financials to HOD at end of week 1 and week 2

Attributes:

To be considered for this role you will enjoy being around children and will be motivated to assist aspiring athletes to achieve their goals. You will be caring, compassionate and will have a sense of humor as well as an understanding of working with children.

Reviews:

No later than two weeks following the completion of the event you will be required to submit a team report, in writing, to the Gymnastics QLD CEO. The report should contain feedback on areas that worked well, areas that need attention, and recommendations for future teams.