



strategy evolution

Catering Lead

Role description

Purpose:

- To ensure the smooth running of the core catering operation throughout the weekend, acting as a liaison between the event and contractor

Responsible to:

- Assistant Event Director – Food & Beverage

Responsible for:

- Catering Service Helpers

Internal contacts:

- Directorate

External contacts:

- Contractor

Key tasks:

- Ensure the smooth running of the catering operation during the weekends
- Act as a liaison between the event and the catering contractor, working with the Assistant Event Director – Food & Beverage
- Design and execute the queueing system and service flow, in collaboration with the contractors
- Alongside the Assistant Event Director – Food & Beverage, ensure the catering contract is fulfilled
- Ensure any special dietary requirements are met
- Prepare risk assessments for areas under their responsibility

Time commitment:

- Planning and organising time prior to the events (year-round commitment)
- Planning meetings (including the potential for a small number in normal office hours - negotiable)
- Both Weekends and some time in build week, take down day on the Monday following Evolution



Training Requirements

Compulsory:

- Essential Information (01)
- General Data Protection Regulations (GDPR)
- Safety
- Safeguarding
- Any other modules as agreed in Personal Learning Plan