Role Description – Catering Manager

Birkdale and Ainsdale u3a

Purpose of the Role

To organise and oversee catering arrangements for Birkdale and Ainsdale u3a meetings, social events and activities, ensuring that members and guests are welcomed and refreshments are provided in a friendly and organised manner.

Main Responsibilities

- Organise refreshments and catering for monthly & weekly meetings, social events and other u3a activities.
- Arrange the purchase of tea, coffee, milk, biscuits, cakes and other refreshments as required.
- Liaise with committee members and event organisers to establish catering requirements.
- Coordinate volunteers to help with serving refreshments, setting up and clearing away.
- Ensure catering supplies are maintained and stored appropriately.
- Keep a record of catering expenditure and submit receipts for reimbursement.
- Monitor stock levels and arrange replenishment when necessary.
- Ensure food hygiene, cleanliness and safe food handling are maintained.
- Consider members' dietary requirements and allergies where appropriate.
- Help ensure that catering arrangements are welcoming, efficient and cost-effective.

Skills and Qualities

- Good organisational and communication skills.
- A friendly and approachable manner.
- Ability to work as part of a team and encourage volunteers.
- A practical and flexible approach.
- Basic budgeting and stock management skills.
- An interest in helping members enjoy the social side of u3a.

Time Commitment

The role is voluntary, with time required mainly around monthly meetings and occasional social events. The commitment will vary depending on the u3a programme and activities.

Support

The Catering Manager will work closely with the u3a committee and event organisers, with support from other volunteers as required.

The aim of the role is to make sure that our members can enjoy a welcoming cup of tea or coffee and that catering contributes to the friendly and sociable atmosphere of Birkdale and Ainsdale u3a.