

Food & Beverage Supervisor

Questions?

Check out the volunteering section of the event website:

christmaslunchinthepark.com.au/volunteer

Or send us an email:

christmaslunch@missionaustralia.com.au

Your brief

As one of 2 Food & Beverage supervisors, you'll be the calm in the proverbial storm as you supportively steer your team through the successful preparation of the three-course meal. You'll oversee as they unload, sort and distribute Christmas lunch packages and water bottles (re-fillable). Your attention to detail, love of people and relevant experience will guarantee success for all!

Arriving onsite

Please arrive onsite at your allocated time and register yourself at the Volunteer Concierge. Here you will collect your lanyard and radio before reporting to the Event Manager for briefing.

Event timings

Please refer to the enclosed event schedule for



Leadership experience preferred



High level of activity



Manual handling

The Food & Beverage Supervisor contributes by...

- Supporting our guests' enjoyment of Christmas Lunch in the Park 2019 by leading an enthusiastic team of 'behind the scenes' volunteers, whose focus is to ensure catering needs are met in a timely, efficient and food-safe way.
- Ensuring the Food & Beverage (F&B) Distribution area is set up and maintained – clean, tidy and food-safe.
- Requesting preparation of bread rolls for distribution (separating the rolls into bags of 10 for Stewards to collect).
- Instructing your team to maintain water supplies (packed in tubs, covered with ice and distributing around the event – with main supplies at the two food distribution points). **You'll need to remind your team to use proper manual handling (i.e. always lifting with 2+ team members).**
- Overseeing the careful and hygienic preparation of food for collection by Stewards (in three separate courses). Stewards will advise if they need vegetarian meals at their tables, for your team to accommodate.
 - **Entrée:** food boxes will contain approx 30 entrees and will be passed out of the cool room.
 - **Main:** food boxes will contain approx 10 entrees and will be passed out of the cool room.
 - **Dessert:** stock passed from cool rooms and prepared into baskets for each table
- Advising your team to accept unallocated meals from Stewards for transferring.
- Coordinating volunteer lunch breaks to ensure all mouths are fed (including your own).
- Advising your team to empty the cool rooms once the event has finished and transfer left over food into pre-arranged delivery vehicles for re-distribution.
- Resolve any issues reported by your team members where possible and refer matters to event staff or contractors (e.g. Security, St John's Ambulance first aid station) where relevant, to ensure safe and successful outcomes for all.
- Monitoring your area for any risks or potential hazards (e.g. trip hazards, electrical hazards, illnesses, injuries, emotional guests, etc) and refer to the relevant staff or contractor as appropriate (e.g. Security).
- Attending an additional supervisor-specific site induction in the lead up to the event.
- **Enjoying the day and sharing your joy with others!**