

Catering Officer



Position Summary:

The Catering Officer will be responsible for overseeing and assisting with the kitchen on show days, Ensuring Lunches are served and drinks and refreshments are catered for.

Location: River, Dover | Remote

Voluntary hours Commitment: The role of Catering Officer requires and estimated commitment of 7.5 hours three times per year. Plus food preparation time.

Responsibilities and Duties:

- To work with the Catering Officers to plan and prepare Lunch for Show days
- Share the responsibility of baking cakes / refreshments / desserts and main courses as required.
- Assist in the setup and take down of the lunch table
- To cook and serve Lunches on show days (approximately catering for 12-15 people)
- To serve show visitors drinks and refreshments in the afternoon on Show days.
- To keep workspaces clean and tidy
- Attend committee meetings (approximately 6 meetings per year)

Skills:

- Customer Service
- Organization and planning skills
- Cooking and food preparation experience a plus