



Combe Mill Society - Role Description

Date October 2024

Issued by: _____

Role Description: Catering Manager

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1. Principal tasks:

- Take responsibility for managing the refreshment sales at the Mill.
- Decide what food and drink items to be stocked and set selling prices
- Buy stock and consumable items and obtain reimbursement from the Treasurer
- Agree rosters with tea room volunteers

2. Financial responsibilities (if any):

Receive a cash float from the treasurer on event days

Handle cash takings and obtain receipts for all purchases.

3. Details:

Manage catering on non-steaming Wednesdays throughout the year

Manage catering for Steaming Events

Manage catering and set pricing for group visits

4. Health & Safety

With other Board members is responsible for the occupational health and safety of all volunteers and the visiting public.

Be fully aware of, and operate, all relevant health & safety requirements

Responsible for: your own safety and those around you

General: comply fully with the Health and Safety Policy and procedures of the Combe Mill Society

Comply with the requirements and guidance of WODC. See below link:

<https://www.westoxon.gov.uk/business-and-licensing/business-services/food-safety-and-hygiene/food-safety-regulations/>

Hold Level 2 Food Hygiene certificate and Level 3 Level 3 Food Safety Supervision

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.