

Volunteer Role Description

Job Title:	Catering Coordinator	Reports To:	Relay Chair
Work Unit:	Relay For Life	Location:	Variable
Agreed Day(s):	Variable	Agreed Hours(s):	1-6 hours per week (variable depending upon time to event)

Description of Role:

The position of catering **Chair Coordinator** is the key to keeping participants nourished throughout your Relay. You will coordinate all the catering during the Relay. Ideally you are someone who is aware of the importance of food and how to cater for large groups.

Main tasks and responsibilities:

- Read the Catering Guidebook.
- Recruit subcommittee volunteers and meet with them regularly.
- Attend Committee meetings.
- In consultation with Cancer Council Tasmania plan menu, obtain equipment and seek donations of fruit veg, bread, meat and milk.
- Arrange workforce of volunteers to manage catering throughout entire event especially for the Survivors & Carers Celebration Afternoon Tea.
- Work with Logistics Coordinator to secure tables, chairs and electricity.
- Determine the power requirements & electrical needs of vendors.
- Assist each of your Sub Committee/Committee members as required.
- Recognise and thank volunteers and in-kind supporters.
- Recruit teams and survivors.

Useful Skills:

- Excellent communication skills.
- Well connected to a large volunteer network.
- Enthusiasm for food and sourcing supplies.
- Organised, ability to roster and organise schedule for volunteers to assist with catering.
- Experience in planning and organising events.

Benefits of the Role:

- Opportunity to work with Cancer Council Tasmania in its mission – to defeat cancer.
- Opportunity to engage with all areas of your local community.
- Opportunity to work within a community organisation and to work with other volunteers.
- Opportunity to learn and develop new skills.
- Potential to develop your volunteering interests with Cancer Council Tasmania.

AGREEMENT

I, _____ agree to accept the position of _____

Signature:		Date:	
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Reviewed by:	Alicia van Ek, State Manager RFL, June 2024		
Date Filled:		Name of Volunteer:	