

Expression of Interest: Volunteer Catering Coordinator (x2)

About YPT

YPT is a Newcastle-based Not for Profit community organisation with a focus on theatre for young people by young people. YPT offers volunteer positions with purpose for individuals seeking to broaden their experience or contribute positively to the community.

YPT's model has social inclusion at its heart and fosters capacity building through community connectedness. It promotes a cultural shift away from maximising profits towards inclusion for all families by extending substantially lower fees than similar organisations in the region. Uniquely, YPT provides performance and production opportunities for students at zero to minimal cost, despite significantly high operating expenses. This is made possible through the use of a committed team of volunteers.

Over 400 students attend weekly classes at YPT. As well as staging 6 productions a year, YPT has nurtured the careers of young people in the areas of theatre tech training, youth director mentoring and drama teaching development.

About the Role

Role Purpose and Background:

- The Volunteer Catering Coordinator(s) organises canapé style catering for 7 opening night shows per year (6 productions and the annual Sparkle and Shine concert) and up to 12 occasions of lunch time BBQ style catering for the technical and directing teams on production weekends when they remain at YPT all day.
- It is expected that YPT will appoint a minimum of 2 coordinators. This will reduce the burden on one person in terms of attendance at events.
- This role has been performed on an informal basis for an extensive period of time by a management committee member who has recently resigned.
- While the previous coordinator followed a routine system, it is not expected that the new coordinator(s) follow the same procedures. You will have the flexibility to implement new ideas and procedures e.g. online ordering, changes to food options etc. It is expected that any changes will maintain costs at past levels or attract savings. Any changes are to be discussed with the President prior to implementation.

Key Responsibilities:

Opening Night Catering

Opening shows attract a higher ticket price and ticket holders are invited to arrive 30 minutes prior to show time for drinks and canapés. The catering coordinator arranges for the food and drink to be purchased, prepared, served and cleaned up. Parent volunteers assist the catering coordinator for each event.

- Understand traditional opening night catering process via discussions with the President of YPT
- Plan food, alcoholic and non-alcoholic drinks for each event and source supplies.
- Arrange for purchasing and delivery of catering stock.
- Ensure adequate stock of catering equipment e.g. napkins, glasses etc.
- Write an opening night catering process to enable others to follow if required.
- Attend and coordinate the opening night catering including coordinating volunteers to prepare, serve and clean up. This may include delegating activities to canteen volunteers.
- It is expected that the coordinator or their delegated volunteer ensure full pack down and clean-up of catering from each event. This includes managing any leftover supplies.

Production Weekend Catering

During production weekends the tech and directing teams are often required to stay for lengthy periods of time. On these occasions YPT provides a barbeque lunch as a gesture of goodwill to support.

- Understand the YPT 'traditional' production weekend catering process
- Plan food and beverage required and source supplies.
- Arrange for purchasing and delivery of catering stock.
- Ensure adequate stock of catering equipment e.g. napkins, glasses etc.
- Write a production weekend catering process to enable others to follow if required.
- Attend production weekend catering shifts and coordinate volunteers to prepare, serve and clean up. This may include delegating activities to canteen volunteers.
- It is expected that the coordinator or their delegated volunteer ensure full pack down and clean-up of catering from each event. This includes managing any leftover supplies.

General

- Keep track of catering finances in partnership with the Finance Manager
- Continuously improve the catering function by researching options and provide recommendations to the President
- Communicate regularly via email and in person with the President or designated management committee representative.
- Monitor waste and reassess supply levels based on assessment of past events. This will ensure ongoing cost management of this function
- If items are ordered online, arrange to be present for delivery of supplies

Skills and experience required

- While previous catering skills will be highly regarded, these are not required. The role would suit individuals with strong organisational and operational skills e.g. household management.
- Enthusiasm to proactively learn about YPT
- A flexible and positive approach
- Initiative to make improvements to the functions of this position
- Understanding of food hygiene and willingness to become familiar with food handling procedures.
- Experience with or ability to write simple procedures to ensure they can be followed by other volunteers.
- A willingness to coach other volunteers in the tasks required for an event where the Volunteer Catering Coordinator is absent for an event.
- Ability to provide instructions and allocate duties to volunteers.
- Ability to comparison shop to reduce product costs while ensuring products provided are good quality.

Time Commitment (shared between 2 people)

- [shared] Preparation for, and attendance at 7 evening catering events per year and up to 12 days of lunchtime production weekend catering.
- Administration as required.

Duration

- 12 months at which time there will be a further call for Expressions of Interest