



KITCHEN CO-ORDINATOR *NEW STAR PATCHWAY*



Name of Kitchen Co-ordinator : Julie Moore

Responsible to: [Parents forum](#)

SKILLS

- Well organised, efficient and able to delegate
 - Good verbal and written skills
 - Approachable
-

MAIN DUTIES

1. Stock Kitchen and Tuck shop
2. Co-ordinator volunteers for Kitchen rota/ Teas
3. Take list of food orders for the end of the second session
4. To collect monies from takings
5. Set up and maintain accounts
6. Pass profits to the Treasurer the last Saturday of each month.
7. Competitions –
 - buy additional stock
 - co-ordinate rota for help
8. Ensure Kitchen is clean before we leave