

Catering Coordinator

Our Chalet, Adelboden, Switzerland



**Our Chalet
Switzerland**

World Association
of Girl Guides
and Girl Scouts

Job Description

The first of the WAGGGS (World Association of Girl Guides and Girl Scouts) World Centres, Our Chalet is an international centre and gathering place for Guides and Scouts as well as non members, with the aim of providing opportunities for guests to experience the outdoor environment, leadership development and international Guiding and Scouting. Our Chalet offers accommodation, international volunteering programmes and employment opportunities as well as a wide range of outdoor activities.

Reporting to: Deputy World Centre Manager

Main purpose:

- To manage catering and to provide meals to guests and staff at Our Chalet.
- To be responsible for menu planning, food ordering, meal preparation, kitchen safety and hygiene as well as volunteer training and supervision in catering duties.
- To support the Our Chalet operational plan and the current strategic priorities of WAGGGS.

Key tasks and responsibilities:

- To plan a balanced menu for guests and staff meals.
- To cater for guests and staff with special diets (allergies and intolerances etc).
- To order food supplies and stock with various suppliers.
- To order and restock snacks and drinks available in the on-site shop.
- To operate within allocated budget.
- To prepare meals for guests and staff.
- To train volunteers in food preparation and kitchen tasks, catering procedures, safe use of kitchen equipment and machinery
- To supervise volunteer team members assigned to catering duties.
- To monitor food hygiene standards and maintain a high level of cleanliness in the kitchen, food storage areas and the dining hall.
- To adhere to Swiss health and safety regulations in all areas of catering.

Other

- To take a full role in the staff rotas providing early morning, night and weekend cover as necessary.
- In order to meet the needs of Our Chalet, the specific requirements of this position may develop and the post holder is expected to undertake any other duties which may be required.



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Personal Specification

Skills/ Knowledge/ Experience	Details	Essential/ Desirable
Education	<ul style="list-style-type: none"> ▪ Food based general education or degree ▪ Food technology qualification or degree ▪ Hospitality/Tourism/Catering Certificate 	Essential Desirable Desirable
Knowledge of	<ul style="list-style-type: none"> ▪ Food hygiene standards and controlling measures ▪ Understanding of the principles of health and safety in the catering work environment ▪ Fluent in English – written and verbal ▪ Fluent in German – written and verbal ▪ Computer knowledge, experience of Word, Excel and Outlook. ▪ International work experience 	Essential Essential Essential Desirable Essential Desirable
Experience	<ul style="list-style-type: none"> ▪ Food preparation and catering experience ▪ Catering for large groups (up to 100 meals) on a daily basis ▪ Experience of working in a residential setting ▪ International work experience ▪ Experience working with young people 	Essential Desirable Desirable Desirable Essential
Personal skills	<ul style="list-style-type: none"> ▪ Excellent organisational and time management skills ▪ Good communication skills ▪ Willingness to work in a team and good leadership skills ▪ Patience and positive approach to challenges ▪ Good stress management skills ▪ An understanding of diverse cultures and backgrounds 	Essential Essential Essential Essential Essential Essential
Others	<ul style="list-style-type: none"> ▪ First Aid Qualifications ▪ Full clean drivers licence ▪ A member of WAGGGS or WOSM 	Desirable Desirable Desirable



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