



Job title	<i>WSC Galley Facilities Lead</i>
Reports to	<i>WSC Flag Officer</i>

Job purpose

Prime role is to ensure equipment and standards of the Galley are maintained in line with the appropriate legislation.

Duties and responsibilities

- Ensure the Galley has adequate resources to maintain Food Hygiene Standards.
- Liaise with Chefs in relation to Food Hygiene Standards and their inventory requirements.
- Maintain register of Galley equipment and provide user guides, in line with legislation.
- Maintain an equipment maintenance schedule and defect register.
- Liaise with WSC House Chairman concerning any maintenance issues relating to the Galley.
- Arrange routine maintenance with outside contractors, such as for oven cleaning and annual service.

Qualifications, Skills, Experience and requirements

Include:

- Relevant Food Hygiene Certification. If this is not held, the Club will assist the right candidate to acquire it.
- Some ICT skills – email and knowledge of Excel are essential.

Working conditions

The Galley (kitchen) has commercial standard equipment. Currently there are two contracted Chefs who use either paid assistants or Duty Club Members to assist in their duties.

Physical requirements

None

Direct reports

This role reports directly to the Flag Officer responsible for Galley operations.

Approved by:	<i>Alan Hall – Rear Commodore</i>
Date approved:	<i>30th May 2018</i>
Reviewed:	