



Job title	<i>WSC Galley Liaison & Bookings Representative</i>
Reports to	<i>WSC Flag Officer</i>

Job purpose

The Galley Liaison and Bookings Secretary's prime role is as the point of contact and liaison person for the Galley.

Duties and responsibilities

- To act as the main contact between all parties concerning Galley bookings, and to act as liaison person.
- Promote Wednesday night Supper menu to membership.
- Promote menu for other Club Functions that require this service.
- Maintain the Club's meal booking system whilst liaising with Chefs, notifying them in good time of the number of meal bookings to cater for on each occasion.

Qualifications, Skills, Experience and requirements

- Focus on customer service.
- 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 utilise 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:	