



Purpose of the Position

The Brigade Catering Officer (Food Controller) forms part of a Brigade's Executive team. This position is responsible for managing the catering and food control for the Brigade at the fire station, on the fire ground and at Brigade events.

Key Selection Criteria:

- Must be at least 18 years of age
- Must have undergone a Criminal History Check
- Must be a member of the NSW Rural Fire Service
- Must have good working knowledge of the food safety and hygiene standards
- Must be willing to support and uphold the NSW RFS values of;
 - Support, Friendship, Camaraderie;
 - Community and Environment;
 - One Team, Many Players, One Purpose;
 - Adaptability and Resourcefulness; Knowledge and Learning;
 - Mutual Respect; Integrity and Trust.

Key Attributes:

- Have a good working knowledge of Brigade
- Ability and willingness to keep abreast of changes to federal, state and local food safety and handling standards
- Ability and willingness to apply good food safety and hygiene practices
- Ability to work within a team environment



Duties:

- Assist the Events Co-ordinator in the organisation and management of events and in particular all catering aspects of events
- Keep an inventory of all foodstuffs and catering supplies held at the fire station and on the fire trucks
- Maintain a list of suppliers of foodstuffs and negotiate favourable terms for purchases and donations and ensure proper formal appreciation is expressed for any such donations
- Make such purchases as are necessary to maintain reasonable stock levels of all stored foodstuffs and catering supplies in the fire station and on the fire trucks
- Make such purchases as are necessary for catering supplies for individual events
- Ensure that all catering equipment is in good repair and condition
- Report to the Executive from time to time or when required on stock levels of foodstuffs
- Keep good records of all purchases to enable correct reimbursement
- Ensure that foodstuffs are stored and handled in safe and sanitary conditions
- Co-opt such internal and outside assistance as necessary to ensure that there is an ample supply of persons trained and willing to assist in catering for events and at least one other person who can step in and take over all of the functions of the catering officer/food controller on short notice
- Be available and contactable for short notice organisation for fire ground catering
- Report to the Executive for forward planning and debriefing on the catering management of events
- Liaise and meet regularly with the Yass Catering control officer and food controllers in other brigades to share information, training and planning and report to the Executive on the outcomes of any liaison meetings
- Undertake such training as reasonable necessary to fulfil the above functions