

Annex A - Duties and Responsibilities of the Chair of the Legion Catering Committee

1. Abide by all Branch policies and procedures.
2. Must have the Safe Food Handlers Course.
3. Establish a Branch Catering Committee.
4. Arrange meetings of the Branch Catering Committee a minimum of once a year.
5. Develop and maintain a catering guide book.
6. Establish a training regime for volunteers and food handling standards.
7. Develop standardized menus and pricing lists.
8. Establish a list of approved external caterers.
9. Create an event checklist.
10. Develop templates for final event report, contracts and invoices, and food purchasing procedures.
11. Set up an Imprest account.
12. Establish a format for accounting for each event.
13. Invoice clients, to include HST and service charges where applicable.
14. Establish procedures for booking Catering reservations.
15. Appoint a Branch or Ladies Auxiliary member as the Coordinator for each event (Event Coordinator).
16. Assign a caterer for each event. External clients may use their own caterer if requested and approved in advance. All caterers must abide by not only the Branch Kitchen and Food Service Policy, but also all other Branch policies and procedures. The order of priority for selecting a caterer for all other events will be as follows:
 - a. Branch Ladies' Auxiliary;
 - b. Branch Catering Committee; or
 - c. One of the companies on the Approved Caterers List