**Catering Portfolio**

**This portfolio requires extremely good organisational skills as well as food hygiene, preparation and food knowledge.**

1. **MANAGE HELPERS - Canvas for and manage helpers both in food preparation and clean-up duties. This requires a schedule.**
2. **TIMING - Ensure the food is ready at the time stated by the Director. Often 100+ players need to be served and have eaten within a ½ hour time slot.**
3. **LOGISTICS - The menu is not just a collection of food items. Limited kitchen and refrigerator space necessitates careful planning so that some food can be prepared ahead of time and some on the day. Fresh on the day requires a concerted effort by the catering team.**
4. **MENU PLANNING - The menu needs to be interesting and healthy and if possible include vegetarian, gluten-free and vegan options.**
5. **MENU BOARDS – ‘Today’s Menu’ list on the two boards available saves multiple questions-and-answers and speeds up the serving process.**
6. **PRESENTATION - Knowledge of food presentation is key. An attractive spread on the buffet table is a must.**
7. **BUDGET & SHOPPING - Menu planning is one side of the equation. Shopping for the freshest and best value food items, retaining receipts and keeping within the budget, providing a breakdown of expenses to the Club Committee and treasurer is also important.**
8. **PLATES & CARPET - The introduction of ceramic plates and bowls saves a lot of mess on the carpet. (Paper plates also come at a cost.) Keep the carpet clean by regular sweeping and cleaning up spills.**
9. **BUFFET TABLES - Quality heavy-duty buffet tablecloths which can be wiped of spillage keeps the food looking fresh and well-presented even for those at the tail-end of the queue.**