

JOB DESCRIPTION (BBQ TEAM LEADER)

Scope and Purpose

Accountable to the Board of Directors, this role is responsible for planning, implementing and evaluating the Friday evening BBQs.

Key Responsibilities and Duties

1. Liaise with Director-at-Large (Social) to maintain communication with Board of Directors.
2. Develop, monitor, and evaluate annual and long-term plans for the Club BBQs.
3. Work with the Treasurer to prepare the annual budget.
4. Monitor and approve expenditures and revenue to balance the BBQ budget.
5. Organize leaders/teams to provide BBQs on Friday evenings (except those leading into a long weekend).
6. Organize any other work teams as required.
7. Liaise and communicate with Games, House, Hospitality and Bar Team Leaders re: ordering and storage of club supplies.
8. Arrange for procurement of food for events.
9. Maintain order and safety in the storage sheds, kitchen and lockers used for BBQ supplies.
10. Ensure proper maintenance of BBQ units and gas lines. Train grillers in their use.
11. Assist with recruitment and training of a Club member to assure future leadership in this position.

Target Dates

1. Budget submission - September of each year
2. Plan for year developed by start of season

September 2019