



# Catering Manager



**Mission Statement:** BCM International is a global Bible-Centred Ministry dedicated to making disciples of all ages for the Lord Jesus Christ through evangelism, teaching and training, so that churches are established and the Church strengthened.

**Our Vision:** To see children and young people come to know, love and obey God.

**Organisation:** BCM NI is a charitable company; it is also a faith mission, funded through gifts from supporters and residential fees. Missionaries raise their own financial support. All other personnel are volunteers.

**Ministry at Mullartown House:** Each summer BCM NI runs 8 weeks of camps at Mullartown House with an average of 70 campers per week. During term-time Mullartown hosts, on average, a dozen BCM weekends, a dozen self-catered church/youth groups, and just over a dozen catered church/youth groups. The BCM staff at Mullartown are responsible for providing catering for approximately two-thirds of the term-time weekend residentials.

**Summary of the Role:** The Catering Manager will be responsible for running the Mullartown House kitchen. They will ensure that this is carried out in a manner which furthers the vision, mission and charitable objects of BCM NI, and which is consistent with the doctrinal beliefs and core values of the organisation.

**Post:** Catering Manager – Mullartown House

**Working hours:** Average 20-25 hours per week  
*(more for catered residentials, less for self-catered residentials)*

**Salary:** Personal support

**Reports to:** The Co-Camp Director

**Location:** BCM Mullartown House, 159 Glasdrumman Road, Annalong,  
BT34 4QL

## Key Roles & Responsibilities

The Catering Manager will be responsible for:

1. *Catering for non-BCM groups*
  - Overall management of the catering arrangements for non-BCM groups
  - Planning menus including liaising with group leaders re dietary needs
  - Co-ordinating food orders
  - Recruiting and managing volunteers for the kitchen and dishroom

- Fulfilling the role of Head Cook during residentials, or recruiting someone else to lead the kitchen.

## 2. *Catering for BCM summer camps and weekend camps*

- Overall management of catering arrangements for BCM residentials
- Recruiting cooks, kitchen staff and dishroom volunteers for BCM residentials
- Liaising with the Head Cook of each camp regarding the menu
- Fulfilling the role of Head Cook for a week/weekend of camp for which this role is vacant, including supervising the kitchen/dishroom volunteers
- Co-ordinating food orders
- Taking an inventory of stock

## 3. *Legislative requirements*

- Adhering to Health and Safety regulations and keeping the relevant Food Hygiene documentation up-to-date
- Ensuring BCM kitchen/dishroom volunteers have completed an Access NI check
- Providing training in Food Hygiene and Kitchen/Dishroom Health & Safety
- Preparing for annual Food Hygiene inspections

## 4. *Other responsibilities*

- Keeping relevant skills and knowledge updated
- Remaining familiar with BCM NI policies and procedures relevant to the post
- Cleaning and maintenance of kitchen and dishroom equipment
- Any other reasonable duties as required

Although the role is primarily in catering there may be opportunities for engaging in other areas of ministry in partnership with the missionaries, the CEO and volunteers.