

**Commonwealth Youth Games Volunteering Team**  
**Isle of Man 2011**  
**Job Description**

**Job Title:** Catering Hosts

**Category:** Catering

**Location:** NSC (catering tent), Palace Hotel and Castletown (Monday only)

**Organising Committee Representative:** Geoff Karran

**Job Purpose:**

To co-ordinate the effective and efficient use of catering facilities by Nations / VIPs for lunch and evening meals

**Main duties and key responsibilities:**

- Check individuals are receiving correct catering provision, through checking of accreditation passes
- Co-ordinate queues and entering of catering facilities
- To move individuals and teams through the catering facilities in a timely manner
- To clear tables if needed to maintain an effective flow of people through the facility

**Key skills or experience required:**

- Good co-ordination skills

**Health and Safety**

The volunteer fulfilling this role will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks to The Games Office.

**Reporting Framework**

The volunteer will report directly to the team leader and the Volunteering Committee of the Commonwealth Youth Games 2011.

**Commonwealth Youth Games Volunteering Team**  
**Isle of Man 2011**  
**Job Description**

**Job Title:** Catering Hosts – Volunteers Catering

**Category:** Catering

**Location:** NSC and Sefton Hotel, Harris Bar

**Organising Committee Representative:** Geoff Karran

**Job Purpose:**

To co-ordinate the effective and efficient use of catering facilities by Nations / VIPs

**Main duties and key responsibilities:**

- Check individuals are receiving correct catering provision, through checking of accreditation passes
- To co-ordinate queues and entering of catering facilities
- To move individuals and volunteers through the catering facilities in a timely manner
- To clear tables if needed to ensure efficient flow through the facility

**Key skills or experience required:**

- Good co-ordination skills

**Health and Safety**

The volunteer fulfilling this role will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks to The Games Office.

**Reporting Framework**

The volunteer will report directly to the Volunteering Committee of the Commonwealth Youth Games 2011.

**Commonwealth Youth Games Volunteering Team**  
**Isle of Man 2011**  
**Job Description**

**Job Title:** Lunch Box Monitors

**Category:** Catering

**Location:** Manx Gymnastic Centre of Excellence (The Ian Bradshaw Centre) and Villa Marina

**Organising Committee Representative:** Geoff Karran

**Job Purpose:**

To handout lunch boxes to nations / VIPs from dedicated points at the Manx Gymnastic Centre of Excellence and the Villa Marina

**Main duties and key responsibilities:**

- Receive and check lunch order deliveries
- Man the 'catering' points at each venue and hand out pre ordered lunch boxes.

**Key skills or experience required:**

- Good co-ordination skills

**Health and Safety**

The volunteer fulfilling this role will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks to The Games Office.

**Reporting Framework**

The volunteer will report directly to the Volunteering Committee, and Organising Committee of the Commonwealth Youth Games 2011.