



## **CONTRACT CATERER - EXPRESSIONS OF INTEREST**

Soldiers Point Bowling Club (the Club) is located in the magnificent, picturesque Port Stephens. It has a strong community focus and has earned an esteemed reputation in the Tomaree Peninsula.

The Club is open seven days a week and this year renovated the kitchen. The venue is a multi-faceted facility with moving partitions providing various room configurations and flexibility. The Club has over 8000 members, a bistro, two function rooms, three bowling greens (including one undercover) and has 110 gaming machines. Soldiers Point Bowling Club also owns and operates Greenside Port Stephens, a Seniors Living facility.

The Management team and Functions Co-ordinator will offer support to our caterers and work together as a team to ensure only the best customer service delivery.

### **The Facilities**

The kitchen was fully renovated in June 2020 and has all facilities allowing versatility and the ability to cook for large numbers. During the renovation a Café was also constructed to attract patrons to the venue. These facilities include multiple work stations, a functional layout and modern cooking equipment. All facilities that you would expect for a Club of our size.

The Bistro seats up to 280 people inside and 70 people outside. The Club has two (2) Function Rooms that cater for all types of functions, from small groups to events of up to 400 people.

The kitchen facilities include;

- 4 Deep Fryers
- 3 Combi Ovens
- 1 Pizza Oven
- Chargrill
- Pasta Cooker
- Griddle Plate
- Six Burner Cooktop
- Four Burner Oven
- 1 Blast Chiller
- Walk in Cool room
- Walk in Freezer

### **Profile**

Soldiers Point Bowling Club is looking to uphold its valued profile within Port Stephens by offering first class catering for all its functions and catering needs. In these unprecedented times it is imperative to offer versatility and professionalism, whilst focusing on presentation and quality of food. The Bistro and Cafe are open every day for Lunch and Dinner and Functions are available seven days per week.

## **New Caterer**

To be considered all applicants must meet the following criteria;

- Have a proven track record of providing meals of high quality and wide variety at competitive prices
- A willingness to provide daily specials at reasonable prices
- Ability to cater for the bistro and functions up to 500 persons simultaneously
- Able to meet deadlines and have excellent time management skills
- Flexibility and organisation
- Be fully conversant with HACCP, WHS and all other relevant legislations relating to food, hygiene and employment.
- Ability to build good relations with members and guests both through service delivery and by employing well trained staff committed to customer service.
- Work closely with Management to ensure outstanding service delivery and develop a good working relationship with the Men's and Women's Bowling Clubs.
- Demonstrate strong business acumen to grow the mutual businesses.
- Be focused on longevity
- Proven functions experience
- Excellent communication skills
- Willingness to add versatility to menus
- Maintain high levels of presentation and cleanliness

Soldiers Point Bowling Club feels this is a unique opportunity for the right candidate to showcase their skills in a well-recognised facility.

## **Details of Commencement**

We would prefer the new caterer to commence Monday 30<sup>th</sup> November 2020, although some preparation for upcoming functions may be needed prior to this date.

## **Term**

A three (3) year term and an optional extension with a six month probationary period.

Expenses:

- Responsible for payment of gas and grease trap expenses
- Kitchen staff wages
- Food costs
- Insurance - Workers Compensation, Public Liability etc.
- Monthly rental to Club

## **Staff**

The Caterer is to supply fully trained staff to ensure the deliverance of customer service, members and guests of Soldiers Point Bowling Club are used to and expect.

## **Food**

The Club is looking for a highly skilled versatile Caterer who has the ability to vary the menu, and offer a variety of popular food styles for both a la carte dining and functions. The caterer will be expected to have a flexible menu able to cater to the varied requests of both types of food and ranges in budget.

## **Applications**

The Board and Management are willing to discuss and negotiate terms and conditions to secure the right Caterer who will deliver the best service.

Your EOI should include;

- A covering letter
- A business resume detailing all catering experience and the qualifications of key personnel
- Sample Bistro menu
- Sample Café menu
- Sample Functions menu
- References

***Please send your applications to:***

Secretary Manager  
Soldiers Point Bowling Club  
118 Soldiers Point Road,  
Soldiers Point NSW 2317

Or Email: [info@soldierspointbc.com.au](mailto:info@soldierspointbc.com.au)

For any further information please call the Secretary Manager - 02 4982 7173.

**Applications will close Monday 2nd November 2020.**