

**MEMORANDUM**

**TO:** All Directors and Department Managers  
**FROM:** Catering Program Management Group  
**DATE:** 23 June 1993  
**RE:** CATERING REQUESTS FROM COOLIBAH

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In March the Coolibah Catering Group commenced the Traineeship Program in the Coolibah kitchen. At that time it was considered necessary to maximise the opportunities for the trainees by undertaking catering requests from other sources outside the Coolibah Day Centre and Sumner House.

Three months into this program it has been found that many of the requests for catering do not fit into the trainees program or have clashed with other functions arranged for the young people.

The Catering Program Management Group still wish to pursue the idea of an internal catering function for the Brotherhood and are presently investigating the idea of an enterprise project to be run by the graduates of the present certificate course.

While this investigation is being undertaken we would ask that all departments carefully assess their catering needs and if they require something other than a hot meal at mid-day please revert to the pre March arrangements.

To assist us in the continuing development of the catering enterprise project can you please supply details of any function you do cater for in the future:

- (1) Number of people
- (2) Food
- (3) Cost per head
- (4) Quality of overall service

*We would like to thank all those people who have supported us over the initial development phase of the catering program with requests for catering. We hope that you will understand that these extra requests, although considered valuable for our training, haven't been able to be included into the program.*

*We look forward to your continued support.*