

# CAMPWEST 2020

## EVENT MANAGEMENT TEAM

### JOB DESCRIPTION



**Position:** Director Catering

**Reports to:** Deputy Chief Director (Operations)

**Reports:** Manager Service Leader Kitchen, Manager Food Procurement & Distribution, Manager Special Diets

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- Position Objective:** – Responsible for leadership of the catering team and delivery of catering services to support the event.
- Specific Duties:**
- Work with the Design Squad to develop a menu for Campwest Units in line with the budget.
  - Create a ration list.
  - Work with the Deputy Chief Director (Operations) to allocate volunteers to your teams.
  - Contribute to the Campwest Risk Management Plan.
- Key Performance Indicators:**
- Menu and rations receive positive feedback from participants.
  - Catering achieved within budget.
  - Risk assessments submitted to Manager Risk at least 10 weeks prior to event.
- Skills, Experience and Attitudes:**
- Strong commitment to youth empowerment.
  - Availability and commitment to the time required to deliver the duties outlined in this role description.
  - Flexibility in approach and an ability to work under pressure is essential.
- Time Commitment:**
- 1 hour per week for remainder of 2019
  - 2 hours per week during 2020 in the lead up to the event