

# CAMPWEST 2020

## EVENT MANAGEMENT TEAM

### JOB DESCRIPTION



**Position:** Manager Food Procurement & Distribution

**Reports to:** Director Catering

**Reports:** Food distribution team.

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**Position Objective:** – Responsible for purchase and distribution of food to support operations of the catering team.

**Specific Duties:**

- Manage all purchasing on behalf of the catering team.
- Design and manage a process for the safe and hygienic distribution of rations to Campwest Units and the Service Leader Kitchen.
- Ensure safe food handling procedures are adhered to.
- Submit invoices to the Manager Finance to arrange payment in a timely manner.
- 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:**

- 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.
- Experience in the Scout Section is desirable, but not essential.

**Time Commitment:**

- 1 hour per week for remainder of 2019
- 2 hours per week during 2020 in the lead up to the event