

# CAMPWEST 2020

## EVENT MANAGEMENT TEAM

### JOB DESCRIPTION



**Position:** Manager Service Leader Kitchen

**Reports to:** Director Catering

**Reports:** Service leader kitchen team.

**Position Objective:** – Responsible for managing a team to cater for all volunteers not accommodated in Units.

**Specific Duties:**

- Create a menu for the Service Leader Kitchen in line with the budget.
- Manage the Service Leader Kitchen for the duration of the event.
- Create a roster for the kitchen team.
- Ensure safe food handling procedures are adhered to.
- Cater for special diets, in consultation with the Manager Special Diets.
- 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:**

- Experience with catering for major events.
- 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.
- 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