

# CAMPWEST 2020

## EVENT MANAGEMENT TEAM

### JOB DESCRIPTION



**Position:** Manager Special Diets

**Reports to:** Director Catering

**Reports:** Nil.

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**Position** – Responsible for the provision of special dietary needs for all participants.

**Objective:**

- Specific Duties:**
- Identify participants who require a special diet.
  - Adjust the Campwest menu (developed by the Director Catering) to provide for participants with special diets.
  - Provide a list of items to be purchased to the Manager Food Procurement & Distribution.
  - Liaise with Unit Adult Leaders regarding special diets.
  - Ensure participants with special diets receive what they need during the event.
  - 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:**
- Knowledge of special diets.
  - 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
  - 1 hour per week during 2020 in the lead up to the event