



ROLE DESCRIPTION
Venture Catering Director

Title	Venture Catering Director
Reports to	Venture Chief Director
Measurement	Providing enough quality food so that youth & leaders are totally satisfied with their Venture dining experiences!

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

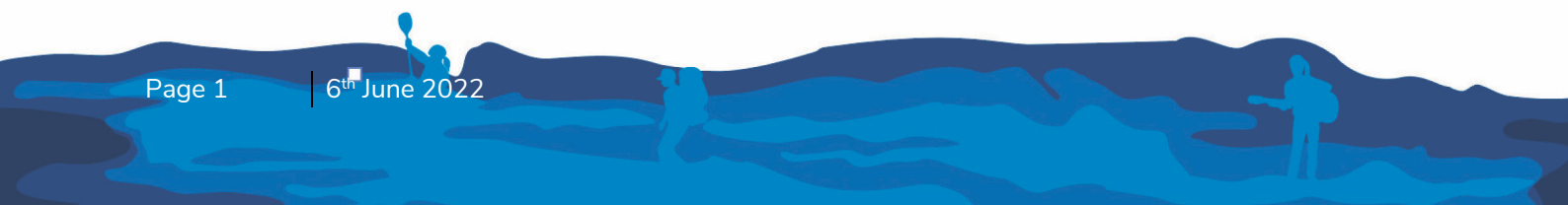
Venture Catering Director is expected to successfully manage the listed functions both leading up to and during the Venture. It is expected that the incumbent will have significant interplay with external companies, the Victorian Branch, on matters involved in the areas of responsibility. Also to provide leadership and guidance to a team of people as selected by the incumbent and approved by the Chief Director to facilitate the success of Venture 2024

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

PRIMARY RESPONSIBILITIES

The following functions and operations are the responsibility of the incumbent:

- Menu design, documentation and supervision
- Provision for modified diets in menu planning and implementation
- Ordering and supervision of catering supplies
- Direction and supervision of catering contractors
- Food handling management, both onsite and offsite
- Managing any onsite catering companies and ensuring they have relevant child safe accreditation
- Managing any onsite food trucks / vendors that may be used during the event
- Assisting with menu design and food sourcing for off-site expeditions
- Provide support to off-site catering teams as required
- Carrying out other duties in support of the Chief Director to ensure the Jamboree's overall success



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ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Be inclusive in leadership style encouraging their teams to excel
3. Be respectful of all their team accepting individual differences as a resource
4. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting and Scout Safe principles

Skills

1. Personal knowledge of catering or supply industry is desirable as is experience in high volume , rapid turnaround catering.
2. Have prior major events catering experience for more than 1000 people in a sitting.
3. Have excellent problem solving skills.
4. A friendly attitude, helpful and approachable. Calm under pressure.
5. Get things done approach with no tolerance for politics or empire building.
6. Have financial accountability and be resourceful in sourcing supplies.
7. Have intermediate knowledge of Microsoft Excel and experience in building budget models.
8. Be able to motivate, lead, communicate with and motivate adult leaders and work harmoniously to grow the program
9. Have planning, monitoring and delegation skills
10. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment
11. Maintain confidentiality
12. Understand and demonstrate the role and responsibilities of Venture Catering Director and have a commitment to that role

Knowledge

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations
2. Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
 - i. be prepared to attain Certificate of Proficiency within 12 months

