

**OXFORDSHIRE COUNTY SCOUT COUNCIL
ZODIAC 2009**

ROLE DESCRIPTION

- Title:** Catering Manager
- Outline:** Assume responsibility for the delivery of high quality food for the central staff delivering the event during the camp and build/take down and (possibly) the provision of packed lunch (pre-made) to the whole camp throughout the camp
- Responsible for:** Members of the team recruited to the Catering team whether with Scout appointments or otherwise
- Responsible to:** Head of Zodiac 2009
- Main contacts:** Site Services, Site Layout and other teams that are part of the event delivery team, External suppliers, Health & Safety advisors
- Appointment requirements:** None
- Period of appointment:** Position to be in place early 2008, running until 31 December 2009. Appointment and job description to be reviewed regularly

Principal tasks

- Develop a balanced menu of food for preparation and serving to central staff
- Ensure dietary requirements are catered for
- Design and equip an appropriate kitchen for the event liaising with site services team as required
- Source and arrange delivery and storage of food supplies
- Recruit and manage a team as required to deliver the above
- Prepare and continually update a budget for the deliverables and manage the delivery within agreed limits
- Ensure that the deliverables are carried out in full compliance with Health & Safety and Hygiene requirements
- Prepare Risk Assessments covering deliverables

Time commitment

- A monthly core team meeting (likely to be an evening) held within Oxfordshire
- Work with Catering team as required
- Planning time as required
- 2 or 3 days before and after the event as well as the event itself

Skills & experience

- Previous experience of successfully providing large scale catering
- Project management experience – ability to plan and deliver projects on time
- Ability to accept and respond to responsibility
- Work well under pressure
- An appreciation of Health & Safety and Hygiene issues
- Have sufficient time to take the role amongst other commitments. The commitment level will inevitably increase closer to the event