

# Catering Team Lead



## GirlGuiding New Zealand

### Role Overview

The Catering Team Lead is a member of the Jamboree Event Committee and is supported by and reports to the Event Committee Chair.

### Purpose of the role

The Catering Team Lead is responsible for the onsite and offsite catering for the whole of the Jamboree.

### Term

From the date of appointment to the conclusion of the final post-event committee teleconference.

## Key Tasks and Responsibilities

### 1. General

- Is a member of the Jamboree Event Committee, attends all committee meetings, contributing to the development of the event and in accordance with the Terms of Reference for the Event.
- Work closely with the Chair and other Committee members to deliver the event successfully.
- Contribute to the timeline for effective planning for the Event Committee.
- Ensure that risk management strategies are developed for their area of responsibility [including incorporation of the existing onsite strategies].
- Prepare and submit costs for their area of responsibility as part of the budget development.
- Work within agreed financial processes and policies.
- Report ongoing progress in their area of responsibility at each team meeting/conference call, and keep the Chair informed of any issues.
- Ensure that approvals are obtained as outlined in the terms of reference and handbook.
- Ensure that the event meets the safety and risk mitigation requirements of GirlGuiding New Zealand and New Zealand legislation including any requirements in regard to food Safety regulations, in consultation with Site Health and Safety Team.
- Maintain a file of working details, specifications, quantities used in planning their area of the jamboree for informing future event planning. This will be provided to the Events and International Co-ordinator at the conclusion of the final teleconference.

### 2. Position Specific

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- Visit the site and develop a catering plan for consideration by the Jamboree Committee for approval by the Health and Safety Team Leader and Jamboree Committee Chair
  
- The catering plan needs to address
  - i. Develop menus for the onsite and offsite programmes considering any programme implications, girl consultation and dietary requirements.
  - ii. Ensure that offsite menus, (and sundry items) are packaged, and are suitable for the adventures planned.
  - iii. supply and distribution of morning tea, afternoon tea and supper while onsite.
  - iv. Ensure a list of dietary requirements of participants is provide to Group Leaders and Group caterers in conjunction with the Health and Safety team.
  - v. Determine equipment requirements for the event and arrange supply at the event.
  - vi. Develop a Food management plan for the event as per Food Safety regulations, in consultation with Health and Safety Team for approval by Jamboree Committee Chair and Girl Experience Manager – Classic Programme.
  - vii. Ensures a system is in place for all levels to report catering incidents as per GGNZ Incident and Near miss Policy.
  - viii. Organise catering staffing rosters to cover the duties required that ensure that all team members have adequate time away from their duties, this includes contracting of any outside providers if required.
  - ix. A budget for catering costs submitted to the Financial Support Team Lead in line with timeframes for the budget approval process.
  
- This role is performed within GirlGuiding NZ policies, guidelines and relevant statutory requirements such as health and safety.

### 3. Event staffing

- Find and recommend team members for their areas of responsibility within the agreed timeline, in line with the leader selection process for all leader applications for the event.

### 4. On Site

- During the event oversee the catering requirements for the event and be responsible for the catering requirements of the Committee and any others in a support role not linked to a specific group.
- Ensure Committee and Group leaders have access to any relevant food safety information

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- Prior to leaving the site at the end of the event ensure that all equipment has been returned to the correct source and their area of camp completely cleared

## Direct Reports

- Catering Team Members

## Time Commitment

Time commitment can vary according to criteria, deadlines and accountability requirements, including planning, initiatives, email management and meetings/teleconferences with the Jamboree Event Committee and relevant stakeholders.

## Location of Position

No fixed location. The role requires a willingness to travel within New Zealand to attend meetings and the event.

## Person specification

1. Knowledge and skills
  - Understanding of the dietary needs of girl today
  - Effective people management and leadership skills
  - Excellent communication skills
  - Effective co-ordination and organisational skills
  - Openness to change and new ideas
  - Ability to operate effectively with staff and volunteers
2. Experience
  - Experience in catering for large groups and the application of relevant food handling process and requirements at an event in an outdoor setting.
  - Effective Team leadership experience
  - Event development and management experience
3. Personal attributes
  - Passion for GirlGuiding and its values
  - A strong desire to ensure positive outcomes for girls and young women
  - The integrity to respect confidentiality and act with discretion
  - The ability to develop and encourage committee member in their responsibilities
  - Ability to give instructions and delegate effectively
  - Ability to lead and motivate wider event staff and participants
  - Active and of good health and has the stamina to deliver the event