

Role Title:	Camp Coolamatong Catering Manager
Department/ Team:	South Zone
Location:	Camp Coolamatong
Reports to:	Camp Coolamatong Director

Scripture Union Australia Vision & Mission

Scripture Union Australia (SU) is an interdenominational Christian movement committed to providing Australian children, young people and families with opportunities to experience the transforming love of Jesus and to pursue a lifelong journey of discipleship.

SU is part of the worldwide Scripture Union movement, a movement of Christians working with churches to make God's Good News known to children, young people and families and to encourage people of all ages to meet God daily through Bible reading and prayer. (<https://scriptureunion.org.au/>)

SU is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 900 staff and thousands of volunteers, working with churches and serving in communities in all states and territories across Australia.

All SU staff and volunteers are empowered and equipped to champion a child safe culture and are committed to the highest standards of safety and care in our work with children, young people and families.

Purpose of Role

Coolamatong is Scripture Union's Victorian Camp Location. It is located around 15km from Bairnsdale and has been in the SU movement since the 1950s. Coolamatong has two discreet adjacent campsites. The Coolamatong Farm Camp is a 145-bed adventure campsite on 170 acres and includes a Farming program. This campsite is mainly used by Primary Schools. The Lake Camp is a 100-bed site on 10 acres of native bush, fronting Lake Victoria and uses the surrounding wilderness parks for some activity. This site is currently utilized mainly with Upper primary and Secondary School groups.

The Food Services Manager will be crucial to the success of this vision by ensuring the smooth delivery of meals to the campers. This person will need to be spiritually mature and articulate, highly self-motivated, energetic, and well-developed communication

ROLE STATEMENT

skills. This position requires someone with suitable qualifications or willingness to acquire them to comply with food service regulations and experience in delivery of food services for large groups, up to 120 people.

Applicants will be required to provide a current National Police Record Check and Working with Children Check and comply with our ChildSafe process.

The incumbent will provide leadership in nurturing our commitment to the safety of children and young people.

Direct Reports (roles):	Total Number of Reports (head count):
Cook's Assistant, Interns and Volunteers in line with delegated responsibility/authority from Camp Director	Various

Key Relationships	
Internal Stakeholders	<ul style="list-style-type: none">• South Zone
External Stakeholders	<ul style="list-style-type: none">• Volunteers• Community Stakeholders

Key Accountabilities	
Accountability areas	Responsibilities
1. Spiritual leadership	<ul style="list-style-type: none">• Providing spiritual leadership and support for Camp Coolamatong Catering team and Camp Coolamatong Interns.• Encouraging employees and volunteers through work and example to live a Christ centred life, committed to the Bible and prayer.• Seeking to follow Christ and his example in your relationships, decision-making and conduct.• Contributing to building a culture where our people consider themselves followers of Christ first and

	<p>Christian leaders in their community/place of work second.</p> <ul style="list-style-type: none"> • Encouraging our people to exhibit the fruit of the Spirit in their personal and work lives. • Provide ministry support to Interns. This may involve leading devotions, being a listening ear and guiding conversations and behaviour appropriate to the community culture whilst in the kitchen. • Looking for opportunities to show God's love to school staff and students, particularly in free time when other Coolamatong staff are not present at camp. • Developing relationships and approaching those with dietary requirements in a caring and accepting manner.
2. Management of the Lake Camp Kitchen	<ul style="list-style-type: none"> • Oversee the menu planning and catering on all catered camps conducted at the Lake campsite. • Provide assistance to self-catered camps as required. • Provide ongoing training and mentoring of the Cook's Assistant • To assist in the annual intern training program as required, particularly in relation to safe food handling. • Ensure compliance of the Food Safety Plan including overseeing of temperature and storage records
3. Programming of meals and menus	<ul style="list-style-type: none"> • Manage rotation of meals from week to week. • In consultation with the Camps Director, plan menus that best suit the dietary and programming needs of individuals and schools. • Provide leadership and oversight to schools as campers assist with duties in the kitchen and dining hall areas. • Communicate with teachers / parents about menu when necessary.
4. Maintenance and Kitchen Development	<ul style="list-style-type: none"> • Oversee the weekly cleaning rosters and appropriate record keeping as they relate to the kitchen and related facilities and equipment • Provide oversight and direction to ensure the dining hall is maintained to a clean and neatly presented state for user groups. This includes the tea and coffee area, serving trolleys, tables and floors. • Oversee weekly hazard identification checks • Support where required the management of OHS and other local statutory requirements • Ensure monthly hazard checks of catering equipment and facilities are carried out, reported and passed on to the Maintenance Manager.

ROLE STATEMENT

	<ul style="list-style-type: none"> • Be involved in the regular washing, drying and folding of kitchen and other camp Manchester items. • Provide leadership in ensuring that the laundry is tidy.
5. Administration	<ul style="list-style-type: none"> • Maintain, order and handle stock as appropriately so as to minimise loss and ensure there are adequate quantities on hand. • Develop and document sound menu and kitchen processes • Monitor food storage and transportation to meet all regulatory requirements within the food safety plan • Evaluate and update the Camp Coolamatong food safety plan as needed
6. Finance	<ul style="list-style-type: none"> • Assist in preparation of annual budget as requested • Provide assistance to daily financial record keeping as necessary • Operate the kitchen in line with budget requirements.
7. Team contribution	<ul style="list-style-type: none"> • Contribute to the immediate team and the broader teams in SU • Participate in SU devotion activities including prayer retreats • Contribute at team meetings • Participate in wider organisation-based activities and learning opportunities • Demonstrate behaviour in line with a child safe culture • Comply with WHS requirements • Protect own health and safety • Protect safety of others. Report hazards, risks and all incidents.

Qualifications and experience

- Safe Food Handling Level 1
- Food Safety Supervisors

Competencies

Competency areas

Definitions

Technical / Professional	<ul style="list-style-type: none"> • Desire to be involved in the ministry of SU, in particular the camping programs based out of the Coolamatong Camp site. • Spiritually mature and articulate, and can work within SU's Aims Beliefs and Working Principles • Good team player with a desire to be involved in community. • Ability to lead, make decisions and be flexible in high pressure situations • Maintains high quality, positive communication while under pressure. • Develop and maintain relationships with clients and suppliers that demonstrate Godly character. • Ability to develop genuine caring relationships with clients in a short amount of time. • Capacity to work to deadlines with a high degree of quality. • Self-motivated and energetic, providing proactive input. • Flexible, willing and able to adjust to new challenges. • Ability to manage competing priorities.
Child safety awareness and leadership	Role modelling behaviour for team members and others in the organisation that demonstrates the value of children and young people. Demonstrating and inspiring a commitment to child safety, child wellbeing and cultural safety.
Collaboration	Working effectively with others in the organisation (including fellow team members and people in other teams) to accomplish organisational goals and to identify and resolve problems.
Customer service	Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.
Delegation of authority and responsibility	Allocating decision-making authority and task responsibilities to appropriate team members. Utilising team members' time, skills and potential effectively. Intervening to resolve issues for team members when required.
Maximising performance	Establishing performance goals, coaching performance, providing training, and evaluating performance.
Planning and organising	Establishing a course of action for self and/or others to accomplish goals. Prioritising the work of the team appropriately. Monitoring team workload and taking corrective action when required.

Team leadership	Role modelling behaviour for team members and others in the organisation that demonstrates servant leadership in accordance with a Christian ethos. Interacting with all SUA people and stakeholders in a manner that demonstrates respect, consideration and encouragement.
-----------------	--

Additional Requirements

SU requires that the incumbent:

1. agree with, and agree to work under, the aims, beliefs and working principles of SU
2. be able to demonstrate a living and personal relationship with Jesus Christ
3. be able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular
4. be a respectable member of a local Christian church we recognise
5. be a holder of a working with children check for your jurisdiction for the purposes of child related employment
6. be willing to work under SU's Conduct and Behaviour Standards

Developed by	Camp Coolamatong Director
Approved By	Group Manager, People Services
Effective Date	October 2022