

ROLE STATEMENT

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| Role Title: | Camp Geographe Catering Manager (casual) |
| Department/ Team: | West Zone |
| Location: | Camp Geographe |
| Reports to: | Camp Geographe Manager |

Scripture Union Australia Vision & Mission

Scripture Union Australia (SUA) 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.

SUA 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. (su.org.au)

SUA 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 SUA 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

Camp Geographe is one of Scripture Union's Western Australian Camp Locations. It is located around 10 km from Busselton and has been in the SU movement since the 1970s.

Camp Geographe is a 92-bed beachside campsite, on five acres. The campsite primarily serves SU's own camps and events but is open for public bookings when not being utilised by SU.

The camp is fully booked for all school holidays, all weeks of Terms 1 and 4 and about 1 third of Terms 2 and 3. Catering is only provided during school terms with group sizes ranging between 30-125 people. There are a few camps that are catered at the neighbouring Baptist campsite each year. As an entry level experience to camping for many students we seek to provide a memorable and positive experience in all aspects of camping including food.

The Catering 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 highly self-motivated, energetic, and have well-developed communication 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.

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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): |
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| Cook's Assistant In line with delegated responsibility/authority from Camp Director | Various |

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

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| Key Accountabilities | |
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| Accountability areas | Responsibilities |
| 1. Spiritual leadership | <ul style="list-style-type: none"> • Providing spiritual leadership and support for the Camp Geographe Catering team. • Encouraging employees 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 Christian leaders in their community/place of work second. • Encouraging our people to exhibit the fruit of the Spirit in their personal and work lives. • Looking for opportunities to show God's love to school staff and students, particularly in free time when other Geographe staff are not present at camp. • Developing relationships and approaching those with dietary requirements in a caring and accepting manner. |
| 2. Management of the Camp Kitchen | <ul style="list-style-type: none"> • Oversee the menu planning and catering on all catered camps conducted at the campsite. • 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 CampManager, 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 during camp |
| 4. Maintenance and Kitchen Development | <ul style="list-style-type: none"> • 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 Campsite Manager. • Be involved in the regular washing, drying and folding of kitchen and other camp manchester items. |
| 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 Geographe food safety plan as needed |

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| 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 |
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| 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 Camp Geographe 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 the 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 | <p>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.</p> |

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| 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 SU 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 in receipt of a current positive Working With Children Check for the purposes of child related employment
6. be willing to work under SU Australia's Conduct and Behaviour Standards

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| Developed by | Edited by Camp Geographe Manager |
| Approved By | Group Manager, People Services |
| Effective Date | December 2022 |