



**Role Description: Head of Catering**

<b>Position:</b>	Head of Catering
<b>Role Duration:</b>	December 2019 – September 2020
<b>Responsible to:</b>	MSF Project Management Team
<b>Responsible for:</b>	Catering Team Leaders
<b>Role Summary</b>	<p>To lead, plan and deliver central catering for participants, leaders and volunteers at the 2020 camps and 2021 Jamboree.</p> <p>This will include:</p> <ul style="list-style-type: none"><li>• Creating a menu for the event</li><li>• Organising purchase and delivery of ingredients and equipment</li><li>• Managing and running the on-site catering and food distribution</li><li>• Managing kitchen and food delivery team in the lead up to and during the camps</li></ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"><li>• Work in co-ordination with the MSF team and other staff catering team members.</li><li>• Support the setup of the catering area</li><li>• Prepare and serve a range of quality food on time to all the attendees.</li><li>• Set up and clear down the catering area each day</li><li>• Support a working rota to ensure staff catering is open according to the planning</li><li>• Identify risks and issues at the earliest opportunity.</li><li>• Any other duty as agreed with the Camp Project Managers</li></ul>



**Person Specification: Head of Catering**

<b>Experience:</b>	Experience of previous Jamborees and/or large scale camps would be helpful  Some experience of providing food and catering at large events would also be helpful, including an appreciation of cross contamination, dietary requirements, hygiene, safety and risk.
<b>Personal Attributes:</b>	<ul style="list-style-type: none"><li>• Ability to work as part of a team, enthusiastic for any challenge.</li><li>• A can do attitude, prepared to go the extra mile for the participants.</li><li>• Able to think creatively adapt, reassess, and solve problems leading up to and during the event</li><li>• Willing to speak one's mind and listen to the views of others.</li> <li>• Happy to work within a team, or on occasion as an individual (task dependant)</li><li>• Must be over 18 (over 25, and clean driving licence for vehicles)</li></ul>

**Essential Requirements:**

As part of this role, you will be required to:

- Attend regular conference calls as well as occasional weekend meetings. Exact meeting dates will be provided to the successful candidate.
- Attend site visits.