

## CharnwoodLeicestershire Scout and Guide International Camp

**Role Description**                      **Catering: Procurement Team Member**

**Role Purpose:**                      To assist the Catering Team in management of all site food

The Staff Catering Team cater for approximately 400 staff members daily. The Procurement team are responsible for the movement of food in and out of the stores every day and ensuring it does not run out.

**Appointed by:**                      Catering Team Leader in conjunction with Participation Team Managers

**Responsible to:**                      Catering Team Leader

**Responsible for:**                      Managing the flow of frozen, chilled and dry foodstuffs into and out of the stores.

**Main Contacts:**                      Catering Team  
Participation Team  
Staff customers  
Staff Bar team members with whom we will share some facilities  
Other Charnwood Teams as suppliers to the Staff Catering function

**External Contacts:**                      Suppliers

**Key Tasks:**

- Offloading delivery and checking everything has been delivered
- Moving stock out of the stores when required by service areas
- Keep the area clean and tidy
- Other tasks as delegated by Catering Team Leader to ensure the smooth running of the kitchen. This could include serving, cleaning and food preparation if necessary
- Any other job of a similar or related nature requested by the Camp Directors or CMT

**Skills and attributes:**

- Methodical and logical person with a good memory
- Good organisational skills
- Relish a challenge and able to cope with change

**Attitude, Contribution and Commitment:**

- There will be many challenges and asks beyond this role description. We need an attitude to make it happen, whatever it takes
- Team player
- Punctual with a Commitment to working the full hours of your daily shift. NB This is a full-time role which runs from Friday 26/07/19 through to Saturday 03/08/19

Including responsibility for the following **event** policy(s);

- All policies relating to the job role.