

Catering and Food Services AJ2028

**Title:**

Menu Planning & Procurement General Manager

Reports to:

Director, Catering and Food Services

Direct Reports:

Assistant General Manager - Catering Menu Planning & Procurement, Dietary Advisor (Dietician), Menu Planners (multiple)

Appointment Term:

November 2025 to July 2028

Position Type:

Voluntary

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

Australian Jamborees are a crucial part of the Scout Journey for thousands of young people, they develop lifelong memories and personal growth of every youth member who attends. We recognise the significant contribution made by all who provide their time for the event, mutual respect, flexibility and positivity. Success of Jamborees is underpinned by the food, providing energy and nutrition to enable the youth to participate fully in all aspects of the Jamboree. The General Manager - Catering - Menu Planning & Procurement - AJ2028 supports this key directorate group to ensure the strong delivery of this critical operational area.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organization of the Scouting Movement).

Primary Responsibilities

- Lead menu development across all catering areas, ensuring nutritional, dietary, and cultural balance. Consider innovation in menu design enabling creativity by patrols for the food prepared for units.
- Coordinate recipe design, portion sizes, and product testing for efficient large-scale preparation.
- Manage supplier sourcing, contracts, and procurement schedules for all food products.
- Oversee quality, cost control, and stock planning in collaboration with Warehouse and Finance teams.
- Provide input to the event status report.
- Operate in accordance with the Scouts Australia – Australian Scouting Youth Events Policy and the Scouts Australia – Australian Scouting Youth Events Standards
- Contribute to the preparation of a comprehensive final report at the end of the event.
- Any other responsibilities requested by and in support of Chief Director, Deputy Chief Director – Operations and Director Catering and Food Services

Attitude, Skills and Knowledge Required

Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
- Have a commitment towards the importance of activities and the 'out' in Scouting
- Be inclusive in leadership style encouraging their teams to excel
- Be respectful of all their team accepting individual differences as a resource
- Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

Skills

- Strategic thinker with an ability to articulate visions, strategies and plans.
- Ability to develop sound administrative processes to support strategic direction.
- Flexibility in approach and an ability to work under pressure is essential.
- Be able to mediate, carry out investigations, write reports and make recommendations.
- Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.
- Relevant management qualifications or experience.
- Demonstrate planning and delegation skills.
- Demonstrate risk management, work health and safety, and ScoutSafe skills.
- Maintain confidentiality with sensitive and personal information.
- Demonstrate risk management, work health and safety (WHS) and ScoutSafe skills in the adventurous activity environment

Knowledge

- Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations
- Understand and demonstrate the role and responsibilities of General Manager - Catering - Menu Planning & Procurement and have a commitment to that role
- Already have completed or be willing to completed Basic Activity or Leader of Adult Basic training within twelve months of appointment.