



Trek to the Outback

Guides Qld State Camp

Leader Role: Group Caterer

Reports to: Group Leader-in-Charge, Camp Chief Caterer

Responsibilities:

- Work in collaboration with Group Leader-in-Charge to establish the Catering area
- Work in collaboration with group leaders to prepare all meals for all group members
- Encourage Cater Patrol to assist with the preparation and delivery of all meals in the group
- Ensure all Safe Food handling requirements for an Outdoor Camp are adhered to.

Qualifications and Experience required:

- Hold a current GGA qualification to work with Youth.
- Have experience working with girls aged 9-17 at an outdoor camping event with outdoor catering on gas and fires
- Have excellent communication skills and ability to use phone, internet and other means of communication for meetings and correspondence as required

Tasks: (include but are not limited to the following)

Prior to Camp

- Be familiar with the dietary requirements of your group.
- Be conversant with the T2O Catering Manual which provides menu, recipes, dietary information, meal preparation guidelines and equipment required for each group
- Be familiar with the GGA Further Learning Topic: Safe Food Handling Outdoors - http://www.girlguides.org.au/public/attach/!LD_ALQP_2013/LearningTopics/Resources/Safe%20Food%20Handling%20Outdoors.pdf
- Understand the need for flexible teams ie assist/support each other with tasks around the group as required. Also, understand when offers of assistance are not accepted.
- Liaise with Camp Chief Caterer
- Liaise with Group Leader-in-Charge to ensure you are prepared to work cooperatively to provide meals to the Group

During Camp

- Familiarise yourself with the campsite, in particular the Administration and Communication Centre, Emergency Assembly Point, First Aid Centre and the process for communications during the camp.
- Familiarise yourself with the T2O Emergency Plan which outlines procedures to undertake under specific circumstances.
- Be aware of Emergency Evacuation procedures.
- Participate in Catering meetings called by the Camp Chief Caterer.
- Convey information from or carry out instructions received at your regular catering meetings.
- Ensure you have up to date lists of dietary needs of group members.
- Co-ordinate with Group Leader-in-Charge and Camp Chief Caterer if there is a need to make changes to a diet due to health or other reasons
- Report and discuss any catering concerns from within the Group with the Group Leader-in-Charge and Camp Chief Caterer as soon as practical.
- Be familiar with location of all catering facilities relevant to your Group.
- Ensure the allocated area of cool room and freezer is well organized and kept clean.

- Be prepared to work with Camp Chief Caterer to assist in providing meals at other venues, on or off site, as required.
- Ensure all meals in your group are prepared at the allocated time.
- Ensure all meals are prepared, food is stored and maintained in accordance with the Safe Food Handling Outdoors Guidelines.
- Ensure Catering Patrol participates in meal preparation and delivery (when on site).
- Ensure all group members going off site have collected their snacks, lunches and drinks.
- Be aware of any group member returning late from offsite activities.

After Camp

- Supervise packing up and return of any catering supplies as per instructions given towards the end of camp.
- Do evaluations and reports as needed.
- Ensure all instructions for cleaning and packing up are followed by all participants in your group
- Complete evaluations and reports as requested.
- Further duties as required by Group Leader-in-Charge or Camp Chief Caterer