



Camp Coolamatong Camp Cook – Lake Camp

- Responsible To:** Camp Coolamatong Director
- Responsible Over:** Interns and Volunteers in line with delegated responsibility/authority from Camp Director
- Basis of engagement:** Casual (usually 32-40 hours per week), on a sessional basis. Approximately 20-22 weeks per year. There may be options for cooking during other camping programs, weekends, and holidays.
- Hours:** Usually 32-40 hours per week depending on group's size and camp length. It is usual that the Catering Manager would work from 10.30-7pm on most days, and on the final day of camp, a morning shift from 7.00-3pm. These will be worked out between the Catering manager and the Camp Director.
- Typical week will be 4 nights (5 day) camps.
some weeks are 3 nights (4 day) camps.
- Remuneration:** TBC - Commensurate with experience

Background:

Coolamatong is Scripture Union's Victorian Camp Location. It is located around 15km from Bairnsdale and has been in the SU movement since the 1950s. Coolamatong has two discreet adjacent campsites. The Coolamatong Farm Camp is a 145-bed adventure campsite on 170 acres and includes a Farming program. This campsite is mainly used by Primary Schools. The Lake Camp is a 100-bed site on 10 acres of native bush, fronting Lake Victoria and uses the surrounding wilderness parks for some activity. This site is currently utilized mainly with Upper primary and Secondary School groups.

The Lake camp is booked for most of Term 1 and Term 4, with a few bookings in Term 2 (April-May), and Term 3 (Sept).

Group sizes ranging between 20-90 people, with the average around 50. As an intermediate experience to camping for many students we seek to provide a memorable and positive experience in all aspects of camping including food.

The Camp Cook - Lake Camp is crucial to the success of this vision by ensuring the smooth delivery of meals to the campers. This person will need to be spiritually mature and articulate, highly self-motivated, energetic, and well-developed communication skills. This position requires someone with suitable qualifications to comply with food service regulations and experience in delivery of food services for large groups, up to 75 people.

Scripture Union Victoria is a ChildSafe organisation. Applicants will be required to provide a current National Police Record Check and Working with Children Check and comply with our ChildSafe process.

Position Profile:

Key Responsibilities

The role will be responsible for:

1) Management of the Lake Camp Kitchen

- Oversee the menu planning and catering on all fully catered camps conducted at the Lake campsite.
- Aid self-catered camps as required.
- Provide ongoing training and mentoring to interns
- To assist in the annual intern training program as required, particularly in relation to safe food handling.
- Ensure compliance of the Food Safety Plan including overseeing of temperature and storage records

2) Programming of meals and menus

- Use the meal plan system to manage rotation of meals from week to week.
- In consultation with the Camps Director, 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.

3) Maintenance and Kitchen Development

- Oversee the weekly cleaning rosters and appropriate record keeping as they relate to the kitchen and related facilities and equipment
- Provide oversight and direction to ensure dining hall is maintained to a clean and neatly presented state to user groups. This includes the tea and coffee area, serving trolleys, tables, and floors.
- 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 Camps Director.
- Be involved in the regular washing, drying and folding of kitchen and other camp Manchester items.

4) Administration

- Maintain, order and handle stock as appropriately to minimize 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 Coolamatong food safety plan as needed

5) Finance

- Assist in preparation of annual budget as requested
- Aid daily financial record keeping as necessary
- Operate kitchen in line with budget requirements.

6) Ministry

- Provide ministry support to Interns. This may involve leading devotions, being a listening ear and guiding conversations and behavior appropriate to the community culture whilst in the kitchen.
- Looking for opportunities to show God's love to school staff and students, particularly in free time when other Coolamatong staff are not present at camp.
- Developing relationship and approaching those with dietary requirements in a caring and accepting manner.

Qualifications: (these can be obtained)

- Safe Food Handling Level 1
- Food Safety Supervisors

Skills/Experience: (or can work towards these)

- Ability to work with children.
- Proven menu planning and catering experience, preferably at a commercial level.
- Operating and maintaining a commercial kitchen.
- Management of stock, following workplace guidelines in relation to safe food handling and maintain accurate records.
- Management, training, and up skilling of junior staff.

Attributes:

- Desire to be involved in the ministry of SU Vic, in particular the camping programs based out of the Coolamatong Lake Camp site.
- 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 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.