



POSITION DESCRIPTION

Staff Kitchen Lead

OneCamp 2026

Voluntary Position

The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse or neglect.
Scouts WA values the diversity of our members, including gender, sexuality, race, religion and ability.

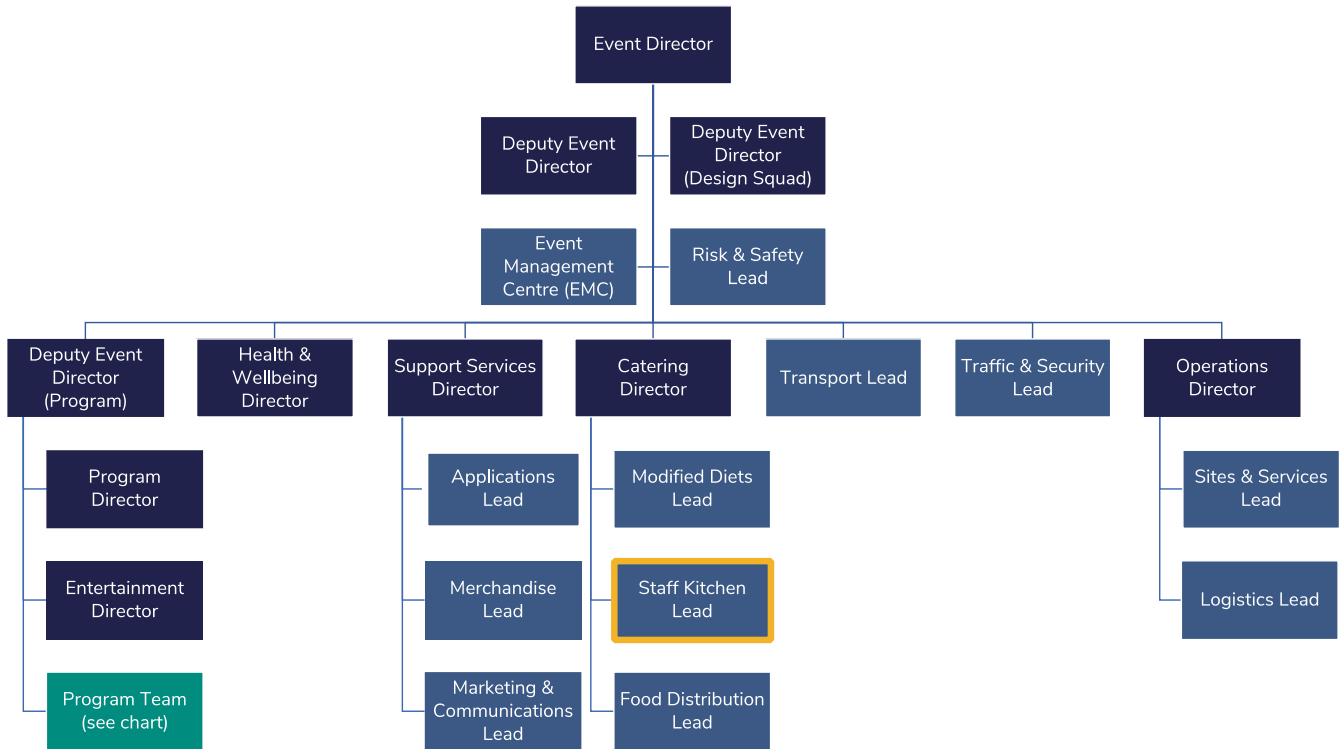
Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.

OneCamp 2026 is the next iteration of our successful all-sections camp that will provide a unique major event experience for youth participants across all sections from Joey Scouts to Rover Scouts.

Role objective	Responsible for leadership of the Staff Kitchen Team, and operation of the onsite kitchen for event volunteers and special functions.
Role overview	As a key member of the Event Team, you will report to the Catering Director and lead a volunteer team to ensure event volunteers have access to catering services that meet their needs. You will provide strong leadership to your team, supporting, mentoring, and coaching members to deliver on your role objective to secure successful delivery of the event. This role is available to a young adult or experienced supporting adult. This role is also required to undergo a probationary period of 6 months to assess suitability to the position.
Specific responsibilities	• Coordinate operation of the staff kitchen to meet the operational requirements of the event. The staff kitchen will operate from the beginning of site bump-in to the end of site bump-out to provide catering for volunteers setting up before the event and packing up after the event. • Work with the Catering Director to organise purchase of food supplies and consumables. • Produce documents to communicate catering plans to participants and volunteers. • Organise equipment necessary for operation of the staff kitchen. • Lead a volunteer team responsible for the following duties: operation of the onsite staff kitchen and catering for special functions (such as thank you functions). • Contribute to team recruitment. • Coach, mentor and support the Staff Kitchen Team to deliver the listed duties. • Attend meetings of the Event Team.
Key stakeholders	Reports to: • Catering Director Works alongside: • Event Directors • Event Leads • Event Line Leaders Roles that report to this role: • Staff Kitchen Team Members

Personal attributes	<u>Attitude</u> • Have enthusiasm for the Vision, Aim, and Principles of Scouting • Be a good role model to Youth and Adult Members • Have enthusiasm for the One Program continuum • Be passionate about the Youth Leading Adults Supporting concept • Adhere to the Scouts Australia Code of Ethics and Conduct <u>Skills</u> • Be able to use a complex digital system (CAKE) • Be able to communicate efficiently • Be able to manage competing priorities in a changing environment • Be able to motivate, build, and lead teams effectively • Be able to manage human and financial resources • Be able to build relationships and trust with stakeholders across the event • Be able to use the Microsoft Office suite <u>Knowledge</u> • Understand Safe from Harm in accordance with Scouts Australia Child Safety Policy including principles, standards, and procedures Understand and commit to the Scout Promise and Law • Understand the Youth Program
Qualifications and experience	• Previous experience in catering for large numbers in a commercial kitchen is desirable
Time commitment	You will be required to commit time for this role. Expect 1-2 hours per week for the remainder of 2025 as we establish the project. From January 2026, your commitment will ramp to 2-3 hours per week as we plan and deliver this major event for youth members across WA. Applicants should ensure they have the flexibility in their time to be able to accommodate this contribution considering their current commitments. There is scope to craft the role to fit into your schedule. This is a volunteer position.

Event Team Structure Chart



Program Team Structure Chart

