



HALLS OUTDOOR EDUCATION

www.hallsoutdoored.com.au

POSITION STATEMENT

Job title: Journey Program Catering Manager
Reporting to: Director of Operations
Salary: \$65,000 - \$85,000* plus superannuation.
Hours: This is a full-time position with some flexibility with hours^
Location: Gembrook based, may require travel

Purpose of the position

Halls Outdoor Education has been a leading provider of outdoor education programs for Victorian schools for over 20 years. We pride ourselves on providing nutritious meals and an ability to cater for all dietary needs.

Reporting to the Director of Operations, this position will be responsible for the overall provision of food for journey-based outdoor education programs.

Key responsibilities & duties

Duties of the role	Examples	Time
Planning of menus and recipes	<ul style="list-style-type: none">Develop and maintain menu and recipe records. Adapting menus to suit activity type, season, age, and dietary needs.	5%
Food ordering and shopping as required	<ul style="list-style-type: none">Compile and submit food orders in a timely manner	25%
Supervising catering assistant.	<ul style="list-style-type: none">Provide direction and supervision to catering assistant to completing tasks at an appropriate time to a programs operational date	5%

Duties of the role	Examples	Time
Compile food packing lists, stocktake lists and complete food packing	•	45%
Liaise with Program managers and parents to discuss individual dietary needs	Maintain up to date knowledge on dietary concerns and available food alternatives	10%
End of program duties	Receive returned food, sort. Discuss feedback from staff and students. Clean up of equipment	10%

About the person

Required:

- Good communications skills with all levels of staff and clients
- An ability to forecast needs and enable change ahead of time
- An ability to meet deadlines
- Excellent computer and data processing abilities including the use of Excel and Word
- An excellent attention to detail
- Level 1 Food Handlers
- An understanding of various dietary needs and requirements.

Desirable:

- An ability to adapt to change
- An ability to work under pressure
- Level 2 Food Handlers

Flexible hours

^While the position is full time, there is peak periods that may require additional hours. This enables the Catering Manager to accrue hours and build up leave for quieter periods.

Remuneration

*Dependent upon qualifications and experience.

Further information/application

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