



Catering Team Lead

Volunteer Vacancy Pack



100+ Years of Outdoor Adventure

Role Description

Purpose of the role

To lead and coordinate all catering operations for the AOC100 Birthday Events. The Catering Lead ensures participants and volunteers receive well-organised, properly prepared and efficiently served meals at catered events, and that staff catering is provided across all events. The role includes planning menus, organising equipment, managing dietary requirements and supervising volunteers during meal preparation and service.

Responsible to

Event Lead

Responsible for

Catering Team

Appointment Requirements

- Complete the appointment process (including acceptable personal enquiries and acceptance of the Scout Association's policies), including a disclosure check.
- Completion of applicable Getting Started training modules, which cover Essential Information, Safety, Safeguarding and GDPR, (within five months of starting the role, if new to Scouts).
- Renew safeguarding and safety training, when it is due.

Event Dates

Beavers Big Birthday Bash: 24-25 April 2026

Squirrels Big Birthday Bash: 26 April 2026

Cubs Big Birthday Bash: 8-10 May 2026

Scouts Big Birthday Bash: 15-17 May 2026

Reunion Celebrations: 21-23 August 2026

Explorers Big Birthday Bash: 18-20 September 2026

Main tasks

- Plan and organise catering for catered events, including menus, equipment, dietary requirements and serving arrangements.
- Coordinate volunteer and staff catering across all events, ensuring simple, reliable provision of breakfasts, refreshments and meal breaks.
- Lead meal preparation and service, managing queue flow, portioning, allergen information and smooth delivery during busy periods.
- Maintain hygiene and food safety standards, ensuring preparation and serving areas are clean, well-organised and compliant with allergen controls.
- Manage and support the Catering Team, providing clear briefings, allocating roles and working alongside other leads (Logistics, Programme, Admin & Welfare) to keep catering aligned with the wider event timetable.
- Oversee packdown and review, ensuring equipment is cleaned, stored and accounted for, and contributing to the event debrief.

Personal specification

- Excellent ability to communicate effectively, both orally and in writing, including presenting in a clear, articulate, and motivating way.
- Ability to provide advice and guidance clearly and effectively.
- Strong interpersonal skills, with the ability to build and maintain effective working relationships.
- Able to motivate, enthuse, and support others.
- Calm under pressure, especially during busy service periods.
- Understanding of allergen and food hygiene requirements.
- Practical, hands-on approach to cooking and event catering.

How to apply

Key dates

- The closing date for applications is 30 January 2026 at 11:59pm

Process

Applications are invited from individuals. Please make sure you read the person specification section and then fill out the application below

Apply Now

If you would like an informal chat about the role, please email Jack Donaghy at jack.donaghy@clydescouts.org.uk.