

Position Description



Special Olympics
**Australia Junior
National Games**
Launceston 2020



Volunteer Position Title:	Junior National Games 2020 – Food and Beverage Manager
Team / Program:	Games Organising Committee (GOC) Applicants must be Launceston based
Time Commitment:	July 2020 to October 2020 July to September – 4 hours per week October 1 to 17 – 6 hours per week October 18 to 22 – 6 hours per day
Reporting To:	Games Director
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none">• Working with Children Check• National Criminal Reference Check

Description of the volunteer role:

The Food and Beverage Manager is responsible for the overall planning and management of food services for athletes, officials and volunteers at all venues, ensuring optimal nutrition, quality, quantity and service, while meeting all special dietary and allergy requirements.

Key Responsibilities:

- Establish, implement and manage a food services plan including a comprehensive communication and tracking system to meet the needs of the Games.
- Assist in the recruitment of volunteers to assist with the development and implementation of a food services plan.
- Oversee the development and implementation of policies, procedures and standards for food services for the Games, ensuring safety, standards and quality of services.
- To ensure adequate provision and effective deployment of equipment/supplies to support all food services functions for all Games venues and events.
- To establish and manage contracts, in conjunction with the Games Director, in relation to services and suppliers identified to assist with food services for the Games.
- In collaboration with the Games Director, identify and manage risks in relation to food services to ensure a safe working environment.
- Liaise with Heads of Delegations (HoD's) to identify specific dietary and allergy requirements.
- In collaboration with the Volunteer Manager, deliver job-specific training to all food services volunteers.
- Work with venues to identify and provide food outlets for families and the general public during the Games.
- Adhere to all Special Olympics Australia and National Games policies and procedures and communicate these to all food services volunteers.
- Attend all meetings and report as required.
- Maintain regular communication with other event staff to ensure a consistent approach.

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- Ensure that all catering staff (sport and accommodation venues) are accredited
- Submit a Post-Games Report by **31 October 2020**

Competencies, Skills, Experience, and Education:

	Essential	Desirable
Competencies / Skills	<ul style="list-style-type: none"> • Experience in food services • Excellent organisational and communication skills • Ability to be flexible and to improvise when needed • Ability to work within set boundaries • Well-developed interpersonal skills • Understanding of relevant WH&S requirements • Good time management skills 	<ul style="list-style-type: none"> • Has awareness of the common and different needs of athletes with an intellectual disability •

Key Relationships And Interactions:

Internal	GOC, Committee Members, Heads of Delegation, Venue Managers
External	Coaches, volunteers and relevant stakeholders as required

Special Olympics Vision, Mission, About Us, and Athletes Oath

SO Vision	The vision of Special Olympics is to transform communities by inspiring people throughout the world to open their minds, accept and include people with intellectual disabilities and thereby anyone who is perceived as different.
SO Mission	The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.
About Us	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia. Special Olympics Australia is committed to protecting children, young and vulnerable people from harm. We ask that all our volunteers undergo a thorough screening process prior to appointment.
Athletes Oath	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."