



Food House Logistics Manager

25th World Scout Jamboree

Korea, 2023



Reports to	Food House Contingent Leader	Functional Group	Food House Contingent Management
Team	Food House Contingent Management Team	# of Direct Reports	1

Why does my role exist?

The Food House Logistics Manager role exists to manage the specific logistical challenges of the Food House Contingent. This is a unique opportunity to assist in the management of Australia's first Food House as part of the expected 10-12 International Food House's from around the world.

The Logistics Manager works closely with the Food House Contingent Leader, Head Chef and Front of House Manager as part of the Food House Management Team. Your role will ensure all supplies are ordered and freight services arrive in time for the opening of WSJ 2023 Korea.

Where do I fit in?

As the Logistics Manager, you will report directly to the Food House Contingent Leader. You will be responsible for planning and co-ordinating the logistical requirements for the Food House Contingent supplies including freight from Australia to Korea and return, as required, and liaison with the WSJ Korea, Food House Management Team. You will have one direct report to assist in your planning and stock management.

You will also work closely with the Australian Contingent Logistics Director to ensure we minimise duplication of effort and have considered all logistic options to minimise our overall costs.

How much time is required?

You will be required to commit a significant amount of time for this role. The first 6 - 9 months will start high with about 2-3 hours a week as we set up the Contingent Team and our initial planning and budgeting. After this, it could be up to anything from 5+ hours per week, as we get closer to the Jamboree.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution taking into account their work and study requirements. They should be available during the lead up to and the full duration of the event including pre and post tours. This is a volunteer position.



What does the role involve?

My Key Responsibilities	The Key Activities I Will Perform
Manage Logistics	<ul style="list-style-type: none"> ● Investigate and book suitable freight between Australia and Korea. ● Report monthly on progress to the Food House Contingent Meetings ● Train, coach and mentor your assistant ● Implement Contingent Processes and Policies. ● Review Supplier Contracts and provide advice to the Food House Contingent Leader ● Provide input to the Food House Risk Assessment for all risks and issues associated with the Logistics
Onsite Set-up and preparation	<ul style="list-style-type: none"> ● Assist with the set-up of the Australian Food House location including kitchen, dining, and cultural displays. ● Co-ordinate stock control and re-ordering in conjunction with the Head Chef. ● Assist with stock management, receipt, and movement during the event.
Manage Teams and Team Meetings	<ul style="list-style-type: none"> ● Work with your team in resolving issues and escalate to the Food House Contingent Leader as required. ● Participate in the Contingent processes. ● Develop and maintain a thorough understanding of each area you control.



What skills do I need for this position?

Essential

- Demonstrated ability in Logistics, either professionally or at past Scouting events
- High attention to detail
- Ability to coach and mentor
- Ability to work as a member of a larger team
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Capable of working to tight and evolving deadlines
- Ability to work with complex spreadsheets

Desirable

- Lightning-fast learner
- Experience with international travel is highly regarded

Personal Attributes

- Comfortable in being challenged and responding to challenges
- Perceived as humble and down to earth
- Aspire to make the Australia Contingent as youth-led as your local Scout Unit
- Love problem-solving and are passionate about learning and stretching yourself
- Have fantastic attention to detail and excellent communication skills

Interpersonal Skills

- Ability to build relationships and trust within the Contingent Management Team and with Youth Members.

