

Retail Department









The Retail Department are responsible for the purchasing, supplying and invoicing of food for contingent groups. They also manage all jamboree shop's, Fast food outlets and the Jamboree bank.

As well as purchasing all the clothing for Staff and participants.

Please note only roles in black are currently available.

 *Additional Role Description and Definition Available* 

Role Title	No. Required	Role Code
Fast Food Team Member The Fast food outlet serves food and drinks from mid morning to late in the evening. Required are people who would be willing to assist with the preparation and serving for food and drinks	25	 RET/FF/TM
Food Warehouse Team Member Responsible for the warehousing of food deliveries, picking and packing of Contingent orders. Accept food deliveries from external suppliers and warehouse goods accordingly. Picking and packing of food orders in warehouse from "shopping list" provided for collection by Contingents	30	 RET/FW/TM
Jamart Team Member You will be responsible for the selling of souvenirs, confectionary, ice-cream and other sundry items from the Jamboree Retail outlet, you will be required to stock shelves, take orders and keep the Jamart clean and tidy.	30	 RET/JAM/TM
Head of Department The HOD is responsible for the co-ordination of the Jamart, Post Office, Supermarket, Bank, Clothing and Gas Sales, the coffee shop and the fast food outlet. To be the representative for the department and all teams and responsibilities within.	1	RET/HOD
Administrator To manage the registration and administrative functions of the Retail Department, including minute taking and report collating. A pre Jamboree commitment is required.	1	 RET/ADM/AD
Finance Administrator To provide financial administration including book keeping and cash flow accounting, pre and post Jamboree commitment is required.	1	 RET/ADM/FA
Food Warehouse Manager Responsible for the running of a large food warehouse, ordering, taking deliveries, picking and packing and ensuring all Volunteers within the warehouse are instructed correctly you will also need to manage volunteer's breaks and rest periods.	1	RET/FW/TL
Fast Food Manager Co-ordinate and manage, chefs, servers, ordering, cooking, washing up, preparation and all the aspects of a Fast food restaurant on a busy jamboree site.	1	RET/FF/TL
Contingent Food Ordering Co-ordinator Receive & manage the contingent food orders and ensure in conjunction with the warehouse Manager that the correct quantity of food is being ordered. Good experience of Excel is essential.	1	 RET/FW/CO

Role Title	No. Required	Role Code
Bank Manager	1	RET/BK/TL
Is required to manage the onsite bank including of Bureau de change services, banking site cash, and cashing cheques for contingents. A good proven banking track record required.		
Bank Team Member	6	RET/BK/TM
Are required to serve in the onsite bank including of Bureau de change services, banking site cash, and cashing cheques for contingents. A good proven banking track record required.		
Food Warehouse Finance Administrator	1	RET/FW/FA
Keep accurate financial records of income and expenditure within the Food Warehouse, create and invoice contingents. Liaison with the Contingent food ordering co-ordinator, Food Warehouse Manager and the Department Finance Administrator will be required.		
Jamart Manager	1	RET/JAM/TL
Is responsible for the ordering and selling of souvenirs, confectionary, ice-cream and other sundry items from the Jamboree Retail outlet. You will need a proven track record of retail managerial experience.		

Retail

Actor ● Mechanic ● Child Protection Co-ordinator ● Risk Assessor

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