



Catering Manager (Cumbria)

Part-time, Fixed Term, Annual Project

Pay: £15.00 and £18.00 per hour depending on experience

Fixed Term: June 2026 – 1st week in September 2026

Hours: A minimum of 50 for the duration of the project

About Camp Jojo

Camp Jojo is a growing charity that creates accessible camping experiences for families with a child with complex disabilities, creating memorable experiences that many families are otherwise unable to access. Each Camp Jojo stay brings together a close-knit community of volunteers with access to the latest specialist disability equipment all focused on enabling families to relax, connect and enjoy time together.

This summer we are delivering multiple camps across our two sites (Essex and Cumbria) to reach more families than ever before. We are entering an exciting period of growth and Camp Jojo offers applicants the chance to contribute to a values-led, supportive organisation making a difference to the lives of families across the UK.

We are looking for an organised, reliable and proactive **Catering Manager** to oversee all catering provision at our **Nags Head Farm** site in Cumbria (CA16 6TD) campsite for the **summer 2026 camps**. This is a key role ensuring safe, well-planned and well-run catering operations that support both volunteers and families throughout the camp season.

The Role

The Catering Manager is responsible for planning menus, ordering and managing food supplies, and supporting catering volunteers before, during and after each camp. You will work closely

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with the Programme Manager, Families, Volunteer and Finance teams to make sure catering runs smoothly and meets all dietary and food safety requirements.

Key Responsibilities

- Agree all menus, adapting the existing menus which will be provided, if necessary.
- Order all food and supplies and arrange collection and delivery
- Ensure appropriate storage of supplies at Nag's Head Farm
- Brief Catering Leads ahead of each camp as required
- Carry out stock checks and re-order after each camp and ahead of the next
- Check and manage food allergies and special dietary requirements
- Ensure food hygiene and safety standards are met

Camp & Meeting Attendance

- Attend one Site Committee meeting (via Teams) to support menu planning if required
- Attend each of the 3 summer camps (on dates: 30 July, 13 & 27 August) to:
 - Take delivery of food supplies
 - Carry out stock checks
 - Prepare the volunteers' evening meal
- Liaise with the Catering Lead for the weekend (if not attending in person)
- Attend the final day of each camp (on dates: 2, 16 & 30 August) to:
 - Complete stock take
 - Ensure fridges and catering areas are cleaned and ready for the next camp
 - Box and prepare items for storage at the end of the season
- Attend Camp Review meetings via Teams to give and receive feedback

Working With Others

- Work with the Volunteer Manager to check food safety training for all catering volunteers
- Liaise with the Families Manager, Programme Manager and Finance Officer as needed
- Provide guidance and support to Catering Leads and volunteers

Skills & Experience

- Experience in catering, hospitality, food logistics or camp catering (desirable)
- Strong organisational and planning skills
- Good understanding of food hygiene, allergens and dietary requirements
- Confident communicator, comfortable working with volunteers
- Able to work independently and manage deadlines
- Willing to attend camps and online meetings as required

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What We Offer

- The post is offered on a service contract, self-employed basis, at between £15.00 and £18.00 per hour, depending on experience and qualifications.
- Online training in food hygiene and allergy awareness will be provided by Camp Jojo if needed.
- A rewarding role supporting camps that make a real difference
- The opportunity to work as part of a supportive and committed team
- Flexible work hours outside of camp dates
- A varied and hands-on role with real responsibility

How to apply

- Visit www.campjojo.org for more information about our charity and activities
- Send a copy of your CV with a covering letter to: Dionne Simpson - marketing@campjojo.org.uk
- Application closing date: **Friday 22nd May at 5pm**
- Interview date: **Monday 1st June 2026** remote via Teams
- Start date: as soon as possible after interviews.