

Make-Up Delivery Shift Leader

This role is open to those who have prior experience as a Campus Kitchen Delivery or Agency Donation Shift Leader. This is not an Alternate Shift Leader role.

What they do: Make-Up Delivery Shift Leaders deliver to clients who occasionally miss their regular Campus Kitchen delivery. Unclaimed deliveries are delivered by this Shift Leader to nonprofit agencies. Shift Leaders are provided instructions the day of their shift on the client and agencies they'll be serving that day. Make-Up Delivery Shift Leaders are compensated with a \$20 gas certificate at the conclusion of the semester.

Who they are: Make-Up Delivery Shift Leaders are compassionate and reliable. They are willing to work independently, and they respond to the unexpected with grace, and are comfortable with variety during their shift from week to week.

Time Commitment: Maximum of 2 hours/week including the commute to Talmage Terrace. The make-up delivery route must begin no earlier than 1:30pm and no later than 4:00pm, but the driver may vary their exact start time from week to week. Shifts are available Wednesday and Friday afternoons.

Training Date: Saturday, January 11th, 2020, 3-7pm (dinner provided)

Start Date: Week of January 12th, 2020

End Date: Week of April 27th, 2020

Position Requirements: Reliable access to a personal vehicle; ability to lift up to 30 pounds; good driving record; reliable access to smartphone with data plan. Applicants must be willing to complete free HIPPA and elder abuse training prior to their start date.

Performance Expectations:

1. Follow shift Standard Operating Procedures (SOPs)
 - a. Follow food safety SOPs for delivery, including keeping cold chain
 - b. Follow Campus Kitchen client SOPs for notices to clients and client concerns
 - c. Follow Campus Kitchen agency SOPs for relay information about agencies
 - d. Maintain cleanliness of equipment used for shift
2. Continuously improve shift processes
 - a. Once a semester, represent your shift at an operations debriefing held at 3pm Friday afternoons
 - b. Follow Campus Kitchen Shift Leader Handbook policies