

## Food Processing Shift Leader

**About:** Campus Kitchen is a food recovery and redistribution enterprise led by UGA student volunteers that transforms unused food into meals and groceries for delivery to older adults and human service agencies in Athens.

To see our work in action, enjoy this video: <https://www.youtube.com/watch?v=3nehtgbrqrc>. Food Processing Leaders work in teams to lead volunteers to process excess produce. Shift Leaders follow a pre-determined plan for the day where they may help our partners at Concrete Jungle sort and bundle produce. Shift Leaders setup and clean up work stations, guide volunteers to handle food safely, and store produce and other foods.

**Location:** Shift start/ends at UGArden

**Training Date:** Tuesday, August 22nd 4:00pm-6:00pm (mandatory for new shift leaders)

**Start Date:** Week of August 23rd (exact date dependent on shift)

**End Date:** Last day of classes – November 24th (exact date dependent on shift)

**Schedule:** This is a time commitment of 2.5 hours/week including commute to UGArden.

**Specific Shifts:** Monday and Friday morning shifts available. The shift will be scheduled for ~2.5 hours with the official shift running time from 9-11 am.

**Position Requirements:** Ability to lift up to 30 pounds; reliable access to smartphone with data plan. Food service or culinary experience (personal or professional).

**Preferred Qualities and Experiences:** Applicants must have shadowed or participated in a Campus Kitchen shift. Experience managing volunteers, experience working independently and in teams, taking initiative, attention to detail, desire for team success, desire to grow interpersonal skills, passion for food systems and/or older adult issues.

### **Responsibilities:**

1. Be COVID conscious by always wearing a mask, washing your hands/using hand sanitizer, social distancing, and staying home if you have a fever or feel sick.
2. Follow culinary shift Standard Operating Procedures (SOPs)
  - a. Follow food safety SOPs for soups and sides, including HACCP documentation
  - b. Follow Campus Kitchen food inventory SOPs for cooler storage
  - c. Maintain cleanliness of PSC and Campus Kitchen equipment and spaces used for shift
3. Lead Campus Kitchen volunteers at soups and sides shifts
  - a. Orient volunteers to Campus Kitchen mission and shift context
  - b. Enforce food safety SOPs for cooking to volunteers (dress code, glove use, handwashing)
  - c. Verify volunteer attendance at shifts via Engage Georgia
4. Support fellow Campus Kitchen Shift Leaders and interns

- a. Attend training on Saturday, August 22nd 4pm-6pm
- B. Communicate with Leadership Team and your Teams channel about absences and personal emergencies
- c. Participate in mid-semester feedback meetings (1 to 2 meetings per semester)
- D. All Shift Leaders are encouraged to take pictures and share experiences with our LT for social media posts.