

Agency Donation Shift Leader

This role is open to those with prior experience as a Campus Kitchen Shift Leader.

What they do: Agency Donation Shift Leaders deliver groceries recovered by Campus Kitchen to human service organizations in Athens-Clarke County. Drivers load their cars with groceries for their route, and deliver to 2-3 agencies (shelters, service providers, etc.). Agency Donation Shift Leaders are compensated with a \$10 gas certificate at the conclusion of the semester.

Who they are: Agency Donation Shift Leaders are compassionate and reliable. They are willing to work independently, and they respond to the unexpected with grace. While this role has a relatively low time commitment, you're making a huge impact in the Athens community.

Time Commitment: This is a time commitment of 1.5 hours/week including commute to Talmage Terrace. Shift Leaders must arrive to Talmage Terrace no earlier than 7:45am and no later than 10:30am, but the Shift Leader may vary their exact start time from week to week. Shifts are available Monday and Wednesday mornings.

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.

Performance Expectations:

1. Follow shift Standard Operating Procedures (SOPs)
 - a. Follow food safety SOPs for agency donations, including keeping cold chain
 - b. Follow Campus Kitchen agency SOPs for relay information about agencies
 - c. Maintain cleanliness of equipment used for shift
2. Continuously improve shift processes
 - a. Complete a 30 minute to 1 hour online pre-training prior to training date
 - b. Once a semester, represent your shift at an operations debriefing held at 3pm Friday afternoons
 - c. Follow Campus Kitchen Shift Leader Handbook policies

Campus Kitchen is a student program of the UGA Office of Service-Learning.



**UNIVERSITY OF
GEORGIA**
Office of Service-Learning



THE
CAMPUS KITCHEN™
at the UNIVERSITY
of GEORGIA