**Cooking 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>.

Cooking Shift Leaders work in teams of three to lead volunteers in a commercial kitchen setting to prepare family meal kits and grocery bags for older adults. Shift Leaders follow a pre-determined meal plan and packing list, set up and clean up kitchen work stations, guide volunteers to prepare food safely, and store prepared foods for next-day delivery.

**Location:** Talmage Terrace-Lanier Gardens, 801 Riverhill Drive, Athens, GA, 30606

**Training Date:** Tuesday, August 13th, 3-7pm (mandatory for new Shift Leaders and veteran Shift Leaders who have not led a culinary shift)

**Start Date:** Week of August 18th (exact date dependent on shift)

**End Date:** Last day of classes – December 5th (exact date dependent on shift)

**Schedule:** This is a time commitment of 3 hours/week including commute to Talmage Terrace.

**Specific Shifts Available:** All cooking shifts are 5:30pm – 8:00pm. Shifts are available Sunday, Monday, Tuesday, and Wednesday afternoons. You will be asked to select your day preferences on the application.

**Position Requirements:** Applicants must have shadowed or participated in a Campus Kitchen shift. Shadowing shifts are available April 1st – 3rd, 8th-10th, 15th-17th with lock code 1235. Ability to lift up to 30 pounds; reliable access to a personal vehicle; reliable access to smartphone with data plan. Food service or culinary experience (personal or professional).

**Preferred Qualities and Experiences:** 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. Follow culinary shift Standard Operating Procedures (SOPs)
   1. Follow food safety SOPs for cooking, including HACCP documentation
   2. Follow Campus Kitchen food inventory SOPs for cooler and freezer storage
   3. Maintain cleanliness of Talmage Terrace and Campus Kitchen equipment and spaces used for shift
2. Lead Campus Kitchen volunteers at cooking shifts
   1. Orient volunteers to Campus Kitchen mission and shift context
   2. Enforce food safety SOPs for cooking to volunteers (dress code, glove use, handwashing)
   3. Verify volunteer attendance at shifts via Engage Georgia
3. Support fellow Campus Kitchen shift leaders and interns
   1. Attend training on Tuesday, August 13th, from 3pm - 7pm
   2. Follow shift leader scheduling SOP for occasional absences and personal emergencies
   3. Participate in mid-semester feedback meetings (1 to 2 meetings per semester)
   4. All Shift Leaders are requested to volunteer 2 hours at the annual Talmage Terrace Holiday Open House on Tuesday, December 3rd between 3pm – 9pm