**Campus Kitchen at UGA Veteran Shift Leader Opportunities**

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**UGArden Shift Leader**

**About:** UGArden Shift Leaders assist with the produce harvest of the UGArden Student Community Farm for Campus Kitchen and transport donations to Talmage Terrace. Shift Leaders are trained by UGArden staff in harvesting techniques, and transport harvest donations to Talmage Terrace, and distribute produce into client grocery bags at Talmage Terrace. This shift helps provision nourishing local produce to older adults in Athens-Clarke County. For more information on UGArden, visit <https://ugarden.uga.edu/>.

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

**Start Location:** UGArden Student Community Farm at 2510 South Milledge Ave, Athens, GA 30606

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

**Training Date:** Walkthrough at UGArden 9am-11am Wednesday, August 14th

**Start Date:** First full shift on August 21st

**End Date:** Last full shift on December 4th

**Schedule:** Wednesday mornings,9am-11am at UGArden, 11am-11:30am at Talmage Terrace. This is a time commitment of 3 hours/week including commute to the Talmage Terrace and UGArden.

**Position Requirements:** Ability to lift up to 50 pounds; reliable access to a personal vehicle; good driving record; reliable access to smartphone with data plan. A significant portion of the position will be spent outside.

**Preferred Qualities and Experiences:** Gardening experience (professional or otherwise).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 food recovery shift Standard Operating Procedures (SOPs)
   1. Follow UGArden staff SOPs for harvest and post-harvest
   2. Follow Campus Kitchen food inventory SOPs for cooler storage
   3. Maintain cleanliness of Campus Kitchen and UGArden equipment used for shift
2. Support fellow Campus Kitchen shift leaders and interns
   1. Follow shift leader scheduling SOP for occasional absences and personal emergencies
   2. Participate in mid-semester feedback meetings (1 to 2 meetings per semester)
   3. All Shift Leaders are requested to volunteer 2 hours at the annual Talmage Terrace Holiday Open House on Tuesday, December 3rd between 3pm – 9pm

**Tuesday Improv Cooking Shift Leader**

**About:** Campus Kitchen began the Soups and Sides shift in 2017 with the vision of transforming more of our donations into prepared foods for consumption for our clients. After expanding these shifts to become a regular part of our operations, we believe there are still more donations that can be transformed into new food items with intermediate cooking techniques in small batches.

The Tuesday Improv shift will serve as the catch-all for raw ingredient donations to Campus Kitchen that cannot be accommodated into other shifts and may require more skilled cooking techniques. Potential recipes could include large meat preparations and roasts, blanching, pickling, or canning vegetables, or baking. Shift Leaders set up and clean up kitchen work stations and store prepared foods.

This shift is open to those with prior Campus Kitchen Shift Leader culinary shift experience (Cooking, Soups and Sides, or Meal Planning). Shift Leaders will be assisted by Suzie Henderson, AmeriCorps VISTA with Campus Kitchen, and the shift will not have volunteers during the first pilot weeks, but the shift may have volunteers in later weeks. While having this shift is a shared dream of our team, Tuesday Improv will only be staffed after all other culinary shifts are staffed.

**Location:** Presbyterian Student Center (PSC) at UGA, 1250 South Lumpkin Street, Athens, GA, 30605

**Start Date:** Tuesday, August 20th

**End Date:** Last shift for the semester is Tuesday, November 19th

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

**Shift Time:** 4:30pm – 7pm Tuesday evenings

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

**Responsibilities:**

1. Follow culinary shift Standard Operating Procedures (SOPs)
   1. Follow food safety SOPs for soups and sides, including HACCP documentation
   2. Follow Campus Kitchen food inventory SOPs for cooler storage
   3. Maintain cleanliness of PSC and Campus Kitchen equipment and spaces used for shift
2. Support fellow Campus Kitchen shift leaders and interns
   1. Follow shift leader scheduling SOP for occasional absences and personal emergencies
   2. Participate in mid-semester feedback meetings (1 to 2 meetings per semester)
   3. All Shift Leaders are requested to volunteer 2 hours at the annual Talmage Terrace Holiday Open House on Tuesday, December 3rd between 3pm – 9pm

**Athens Farmer’s Market Shift Leader**

**About:** Campus Kitchen recovers surplus produce from the Athens Farmer’s Market at Bishop Park at all Saturday markets. Shift Leaders pick up equipment from Talmage Terrace, drive to the market, receive donations at the market and provide receipts as needed to farmers, and then transport produce back to Talmage Terrace. This role is open to those with prior experience as a Campus Kitchen Shift Leader.

**Location:** Shiftends at Talmage Terrace-Lanier Gardens, 801 Riverhill Drive, Athens, GA, 30606  
Bishop Park, 705 Sunset Drive, Athens, GA 30606

**Training Date:** Walkthrough Saturday, August 17th

**Start Date:** August 24th

**End Date:** November 23rd

**Schedule:** 11:30am – 12:45pm.This is a time commitment of 1.5 hours/week including commute to Talmage Terrace. Multiple Shift Leaders works on a rotating schedule to accommodate weeks off.

**Position Requirements:** Ability to lift up to 30 pounds; reliable access to a personal vehicle; good driving record; reliable access to smartphone with data plan.

**Responsibilities:**

1. Follow shift Standard Operating Procedures (SOPs)
   1. Follow food safety SOPs for food collection
   2. Follow food inventory SOPs for cooler storage
   3. Maintain cleanliness of Campus Kitchen equipment used for shift
   4. Record food collection data on Campus Kitchen iPad
2. Interact with Campus Kitchen donors in a dignified and courteous manner
   1. Provide receipts to farmers when asked and maintain accurate records of farmer donations
   2. Promptly notify appropriate Campus Kitchen Slack channel for concerns and emergencies
3. Support fellow Campus Kitchen shift leaders and interns
   1. Follow shift leader scheduling SOP for occasional absences and personal emergencies
   2. Participate in mid-semester feedback meetings (1 to 2 meetings per semester)
   3. All Shift Leaders are requested to volunteer 2 hours at the annual Talmage Terrace Holiday Open House on Tuesday, December 3rd between 3pm – 9pm

**Shift Trainer**

**About:** Shift Trainers assist with training night held at the beginning of the semester for new Campus Kitchen Shift Leaders. Trainers share both their knowledge in shift SOPs, as well as offer tips and advice on managing volunteers and working with food. Shift Trainers work in teams alongside the Leadership Team the day of the training night and receive an in-depth training themselves before teaching.

Shift Trainers must be willing to train individuals in the shift they have experience leading. Shift Leaders cannot participate in training night as both a trainer and trainee (that is, you cannot be getting trained in culinary and be a trainer for drivers). Shift Trainers will be compensated in-kind for their participation.

**Schedule:** This is a time commitment of 11 hours prior to the start of classes.

* Monday, August 12th, 12 noon – 5pm (training and event prep)
* Tuesday, August 13th, 2pm-8pm (actual event)

**Position Requirements:** Ability to lift up to 30 pounds; reliable access to a personal vehicle; good driving record; reliable access to smartphone with data plan. Some shift time will be spent in a walk-in cooler/freezer.

**Preferred Qualities and Experiences:** Desire to grow interpersonal skills, experience working in teams, teaching experience, experience managing volunteers, taking initiative, attention to detail, desire for team success, passion for food systems and/or older adult issues.

**Responsibilities:**

1. Prepare Shift Leaders for shift-specific responsibilities
   1. Complete shift guide walk-through, identifying common mistakes and tips
   2. Orient Shift Leaders to shift context
   3. Assess Shift Leaders through the provided quizzes and scenarios
   4. Offer feedback of training materials provided
2. Assist with day-of preparations for training night

**Make-Up Delivery Shift Leader**

**About:** Clients who miss their delivery may request a make-up delivery later in the week than their delivery day. Unclaimed deliveries’ meals and groceries are delivered to nonprofit agencies, or frozen for future use. Make-up Delivery Shift Leaders deliver to client who have requested their delivery and repurpose unclaimed food so that no food is wasted in Campus Kitchen operations.

Shift Leaders are provided a list of agencies and clients to deliver to the day of their shift, with the outside possibility of the shift being unnecessary if all deliveries are successful the first time that week. This role is only open to those who have prior experience as a Campus Kitchen Delivery Shift Leader.

**Location:** Shift start/end at Talmage Terrace-Lanier Gardens, 801 Riverhill Drive, Athens, GA, 30606

**Training Date:** N/A

**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 position is a weekly commitment to a delivery route to different locations each week, with a driving time of no more than 60 minutes. This is a time commitment of 2 hours/week including commute to Talmage Terrace.

**Specific Shifts Available:** You will be asked to select your day preferences on the application.

* ***Wednesday Make-Up Deliveries:*** Flexible start time between 2pm and 3:30pm
* ***Friday Make-Up Deliveries:*** Flexible start time between 2pm and 3:30pm

**Position Requirements:** Ability to lift up to 30 pounds; reliable access to a personal vehicle; good driving record; reliable access to smartphone with data plan.

**Preferred Qualities and Experiences:** Experience working independently, 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 delivery shift Standard Operating Procedures (SOPs)
   1. Follow food safety SOPs for delivery drivers
   2. Maintain cleanliness of CKUGA equipment used for shift (grocery bags, coolers, route binders)
2. Interact with CKUGA clients and agencies in a dignified and courteous manner
   1. Follow client notice protocol (calling clients prior to delivery, following client profile notes)
   2. Promptly notify appropriate CKUGA Slack channel for missed deliveries and client concerns
   3. Engage clients in surveys as necessary with guidance from CKUGA Leadership Team
3. Support fellow Campus Kitchen shift leaders and interns
   1. Follow shift leader scheduling SOP for occasional absences and personal emergencies
   2. Participate in mid-semester feedback meetings (1 to 2 meetings per semester)
   3. All Shift Leaders are requested to volunteer 2 hours at the annual Talmage Terrace Holiday Open House on Tuesday, December 3rd between 3pm – 9pm

**Back-Up Shift Leader**

**About:** Shift Leaders sometimes have competing obligations, illness, or could need a temporary substitute, and sometimes no active Shift Leader is available to switch with them. Back-Up Shift Leaders can jump into shifts for one-time occasions for shifts they are trained in. Looking for a way to be involved with Campus Kitchen, but can’t commit to a weekly shift this semester? This opportunity may be for you.

**Responsibilities:**

1. Promptly reply to shift substitution requests on Slack
   1. If you can take the shift, reply you can take the shift and follow through accordingly
   2. If you cannot take the shift, reply accordingly