**Food Recovery 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 Recovery Shift Leaders lead volunteers to transport and sort surplus food donations from Trader Joe’s and Collective Harvest CSA. Shift Leaders drive to donors, transport donations to Talmage Terrace, unload food in a timely manner, monitors time and temperature of donated foods, and inventory food for future shifts.

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

**Training Date:** Friday, June 7th, 3-7pm (mandatory for new shift leaders)

**Start Date:** Week of June 9th (exact date dependent on shift)

**End Date:** Week of August 8th (exact date dependent on shift)

**Schedule:** This position is a weekly commitment to a food recovery shift for 9 weeks. We can accommodate up to 4 weeks of absences. This is a time commitment of 2.5 hours/week including commute to Talmage Terrace. You will be asked to list known or tentative absences on the application. Sunday Collection works on a rotating schedule to accommodate weeks off.

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

* ***Sunday Trader Joe’s Collection:*** 10am start at Office of Service-Learning, 12:30pm end.
* ***Tuesday Trader Joe’s Collection:*** 10am start at Trader Joe’s, 12pm end.
* ***Friday Collective Harvest:*** Flexible pickup on Fridays before 3pm, lasting 1 hour.

**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:** Experience working independently and in teams, experience managing volunteers, 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 collection shift Standard Operating Procedures (SOPs)
   1. Follow food safety SOPs for food collection, including HACCP documentation
   2. Follow food inventory SOPs for cooler and freezer storage
   3. Maintain cleanliness of Campus Kitchen equipment used for shift
   4. Record food collection data on Campus Kitchen iPad
2. Lead Campus Kitchen volunteers at food collection shifts
   1. Orient volunteers to Campus Kitchen mission and shift context
   2. Verify volunteer attendance at shifts via Engage Georgia
3. Support fellow Campus Kitchen shift leaders and interns
   1. Attend training on Friday, June 7th, from 3-7pm (new shift leaders only)
   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)