**Client Delivery 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>.

Client Delivery Shift Leaders deliver meals and groceries prepared by Campus Kitchen to older adult-headed homes. Drivers load their cars with meals and groceries prepared for their route, follow a printed route sheet with directions to 3-6 client homes, and then return containers to Talmage Terrace. Fall semester Shift Leaders are compensated with $20 of gas certificates during the semester.

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

**Training Date:** Tuesday, August 13th, 3-7pm (mandatory for new shift leaders)

**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, with a driving time of no more than 80 minutes. This is a time commitment of 2.5 hours/week including commute to Talmage Terrace.

**Specific Shifts Available:** Shifts are available Monday, Tuesday, Wednesday, and Thursday afternoons. All Shift Leaders must begin their route between 2pm and 4pm. You will be asked to select your day preferences on the application.

**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. Drivers must be willing to have volunteer passengers ride along with them on occasion.

**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 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. 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