**Cooking Shift Leader**

**About**: Campus Kitchen is a food recovery and redistribution enterprise led by UGA students 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**: Shift start/ends at The Georgia Hotel & Conference Center, 1197 S Lumpkin St, Athens, GA 30602

**Training Date**: Tuesday, August 22nd 4:00pm-6:00pm (mandatory for new shift leaders)

**Start Date**: Week of August 23rd (exact date dependent on shift)

**End Date**: Last day of classes – November 24th (exact date dependent on shift)

**Schedule**: This is a time commitment of 3 hours/week including commute to the Georgia Hotel & Conference Center.

Specific Shifts Available: All cooking shifts are 5:30pm – 8:00pm. Shifts are available Sunday, Monday, and Tuesday 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. 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. Be COVID conscious by always wearing a mask, washing your hands/using hand sanitizer, social distancing, and staying home if you have a fever or feel sick.

2. Follow culinary shift Standard Operating Procedures (SOPs)

a. Follow food safety SOPs for cooking, including HACCP documentation

b. Maintain cleanliness of the Georgia Center and Campus Kitchen equipment and spaces used for shift

3. Lead Campus Kitchen volunteers at cooking shifts

a. Orient volunteers to Campus Kitchen mission and shift context

b. Enforce food safety SOPs for cooking to volunteers (dress code, glove use, handwashing)

c. Verify volunteer attendance at shifts via Engage Georgia

4. Support fellow Campus Kitchen Shift Leaders and interns

a. Attend training on Saturday, August 22nd 4pm-6pm

B. Communicate with Leadership Team and your Teams channel about absences and personal emergencies

c. Participate in mid-semester feedback meetings (1 to 2 meetings per semester)

D. All Shift Leaders are encouraged to take pictures and share experiences with our LT for social media posts.