

Food Collection Shift Leader

What they do: Food Collection Shift Leaders work in teams to lead volunteers to transport and sort surplus food donations from Trader Joe's. Shift Leaders pick up volunteers on campus, drive to Trader Joe's, transport donations to Talmage Terrace, unload food, monitor time and temperature of donated foods, and inventory food for future shifts and quality. Food Collection Shift Leaders are compensated with a \$10 gas certificate at the conclusion of the semester.

Who they are: Food Collection Shift Leaders are detail-oriented and reliable. They are willing to provide direction and encouragement to others; this includes coaching volunteers on quality standards and being okay with several processes happening simultaneously.

Time Commitment: 3 hours/week. All Food Collection shifts are 10:00am – 12:30pm. Shifts are available on Sunday and Tuesday mornings. Sunday Food Collection is staffed with 4-5 Shift Leaders who rotate to staff the shift with 2-3 leaders each weekend.

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

Training Date: Saturday, January 11th, 2020, 3-7pm (dinner provided)

Start Date: Week of January 12th, 2020

End Date: Week of April 27th, 2020

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. Applicants must be willing to spend some part of the shift in a walk-in cooler (~40 F).

Performance Expectations:

1. Follow shift Standard Operating Procedures (SOPs)
 - a. Follow food safety SOPs for food collection, including HACCP documentation and data reporting
 - b. Follow Campus Kitchen inventory SOPs for cooler and freezer storage
 - c. Maintain cleanliness of equipment and spaces used for shift
2. Lead Campus Kitchen volunteers
 - a. Provide direction for volunteers to assist with shift tasks
 - b. Enforce food safety SOPs for volunteers
 - c. Document volunteer attendance on HACCP form
3. Continuously improve shift processes
 - a. Complete a 30 minute to 1 hour online pre-training prior to training date
 - b. Represent your shift at an operations debriefing held at 3pm Friday afternoons x 2 semester
 - c. Follow Campus Kitchen Shift Leader Handbook policies

Campus Kitchen is a student program of the UGA Office of Service-Learning.



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