**Meal Planning 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.

Meal Planning Shift Leaders work in teams to evaluate Campus Kitchen donations for quality, determine the food’s destination for clients or agencies, and prepare meal plans for culinary shift leaders. Meal Planners sort, weigh, and count donations with volunteer support. This shift begins the process to transform our donated foods into their highest use for food-insecure individuals in Athens-Clarke County.

**Location**: Shift start/ends at UGArden, 2500 S Milledge Ave, Athens, GA 30605

**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 2.5 hours/week including commute to UGArden.

Specific Shifts Available: Meal Planning shifts take place from 1-3pm on Sundays and Tuesdays. 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). Some shift time will be spent in a walk-in cooler/freezer.

**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 after every delivery, social distancing, and staying home if you have a fever or feel sick.

2. Follow culinary shift Standard Operating Procedures (SOPs)

a. Follow meal planning shift SOP to allocate uses for all food donations

b. Follow food inventory SOPs for cooler and freezer storage

c. Maintain cleanliness of Campus Kitchen equipment and spaces used for shift

3. Lead Campus Kitchen volunteers at meal planning shifts

a. Orient volunteers to Campus Kitchen mission and shift context

b. 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.