**Food Recovery 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.

Food Recovery Shift Leaders work in teams to 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 UGArden, unload food, monitor time and temperature of donated foods, and inventory food for future shifts.

**Location**: Shift starts at Trader Joe’s Athens: 1850 Epps Bridge Pkwy Ste 331, Athens, GA 30606; Shift 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 Trader Joe’s and UGArden.

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

Sunday Trader Joe’s Collection: 10am start at Trader Joe’s, 12:30pm end.

Tuesday Trader Joe’s Collection: 10am start at Trader Joe’s, 12pm end.

**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. 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 food collection shift Standard Operating Procedures (SOPs)

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

b. Follow food inventory SOPs for cooler and freezer storage

c. Maintain cleanliness of Campus Kitchen equipment used for shift

3. Lead Campus Kitchen volunteers at food collection 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.