

EV!

Position Description: Campus Kitchen at Elon University - Delivery Shift Coordinator

Elon Volunteers! Mission

To provide all members of Elon University Campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of position

The Campus Kitchen at Elon University (CKEU) Executive Board is an opportunity for students with a passion for the mission of CKEU to participate in a position of higher responsibility and leadership. The CKEU Executive Board creates stability for the organization as well as strategic based leadership opportunities for students and consists of the Director, Cooking, Delivery, and Resourcing Coordinators. The Delivery Shift Coordinator will manage the delivery of the CKEU produced meals and resourced donations to Allied Churches once a week.

Essential Duties/Responsibilities

- Train, coordinate and support Delivery Shift Leadership Team
- Communicate with Cooking Shift and Resourcing Shift Coordinators before Delivery Shift
- Lead biweekly meetings/reflections with the Delivery Leadership Team
- Meet biweekly with the CKEU Director
- Be available on an as-needed basis for leading shifts
- Consistently hold one office hour a week

Qualifications

- Able to dedicate a minimum of 2- 3 hours a week
- Prior experience as Delivery Shift Leader (preferred)
- Van certified or willing to become certified
- Available between 8-10AM (either Wednesday or Thursday, depending on cooking shift schedule)
- Willing to be ServSafe certified
- Must be available for the following dates:
 - EV! New Hire workshop: April 14th from 4-6pm
 - All EV! Trainings:
 - September 18th from 1-4pm
 - February 10th, 2017, from 3-6pm

For more information about this position contact elonvols@elon.edu

The logo consists of the letters "EV!" in a bold, black, sans-serif font, slanted slightly to the right. It is positioned in the bottom right corner of the page.

Leadership Agreement

I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! interns have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign _____ Date _____

For more information about this position contact elonvols@elon.edu

The logo consists of the letters "EV!" in a bold, black, sans-serif font, slanted slightly to the right. The exclamation point is large and prominent. The logo is set against a white background that is part of a larger, light-colored rectangular area.