

## Food and Volunteer Coordinator

GardenShare is searching for a Food and Volunteer Coordinator for its collaborative pilot program, **Summer Adventures: Feeding Kids' Minds and Bodies**. In partnership with the Canton Recreation Department, Summer Adventures provides crafts, literature and educational activities, guest presentations, structured and free play, and a midday meal for children ages 6-12. The program runs Monday through Friday from July 2 through August 10 at Canton's Taylor Park.



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The coordinator will be responsible for menu planning and organizing ingredient procurement, with assistance from staff. Lunches will be made in the Harvest Kitchen at Cornell Cooperative Extension three times a week and be transported to Taylor Park daily. The coordinator will be responsible for adherence to NY State food safety regulations and for the supervision of volunteers. The coordinator will supervise 3-5 volunteers preparing lunches and cleaning up in accordance with Harvest Kitchen policies. The coordinator will also supervise 2-3 volunteers transporting lunches from the kitchen to the park, serving lunches, ensuring food safety standards are met, and evaluating the children's responses to the meal. Good planning is essential in order to create imaginative, tasty, nutritious, and portable meals that fit our budget and use local products. Good organization is essential to maintaining an effective volunteer corps.

A stipend of \$1,200 is available for this flexible 12-15-hour work week.

### Description

- Work with GardenShare staff to develop and plan menus
- Assist in sourcing local, fresh food
- Manage, oversee, and direct volunteers
- Ensure food safety during preparation and transport

### Required Qualifications

- Must be at least 21 years old
- Mon-Fri lunch service hours are somewhat flexible, but must be available to do some pre-planning before the program begins, then oversee preparation and service
- Associate's degree or higher, OR at least three years of experience preparing meals for others from whole ingredients

### Preferred Qualifications

- Experience with local food and connections to local producers
- Knowledge of NY State food regulations

If interested, please send a resume and a cover letter outlining your nutrition and food preparation experience and indicating other qualifications, including names, phone numbers, and email addresses of 3 references. Applications can be returned via email to

[office@gardenshare.org](mailto:office@gardenshare.org) or via mail to GardenShare, PO Box 516, Canton, NY 13617. Please do not hesitate to contact us with questions about this new and unique position.



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