



THE
CAMPUS
KITCHENS
PROJECT™

The Campus Kitchens Project Campus Kitchen Coordinator Job Description

"I get such a professional high from working with people to create change and raise awareness."
—Campus Kitchen Coordinator

Job Title: Campus Kitchen Coordinator at Northwestern University
Employer: The Campus Kitchens Project
Reports to: Program Director, Western Region
Job Location: Evanston, IL
Pay Type: Salaried

The Campus Kitchens Project (CKP) is an emerging leader in community service and anti-hunger programming in communities around the country. CKP has locations at twelve campuses, each of which provide hundreds of weekly meals to in-need populations while offering supplemental programming to address the root causes of hunger.

What we do is kind of a no-brainer. We know there are people in each community who need nourishing meals. And, we know that every college campus has unserved food in its dining halls and brilliant students in its classrooms. So we put them all together. We empower thousands of students each year to recycle food from their cafeterias, turn these donations into nourishing meals, and deliver those meals (along with a friendly visit) to those who need it most in communities across the country. Then, we open up that on-campus kitchen space to teach culinary skills to unemployed men and women, who in turn teach the college students a thing or two about poverty, stereotypes, and what it takes to make it these days.

The Campus Kitchens Project (www.campuskitchens.org), headquartered in Washington DC, with a regional office in Chicago, IL, oversees all Campus Kitchens as they fulfill the mission of using service as a tool to recycle food, empower families and individuals to make changes in their lives, and provide leadership opportunities to students.

Basic Responsibilities:

- Assist students in all aspects of running this program, which includes volunteer recruitment and training, food recycling and purchasing, meal and menu planning, creating and maintaining community contacts, meal distribution, publicity, fundraising, reporting, and overall management. *Students are responsible for the bulk of the program activities, but the Campus Kitchen Coordinator will provide resources, expertise, and complete supervision for the program.*
- Work with campus staff to facilitate the program in cooperation with other campus programs, such as service learning and non-profit degree programs.
- Provide feedback to campus staff and faculty through management of Campus Kitchen Advisory Board and maintenance of campus partnerships.
- Facilitate food acquisition and community partnerships for meal delivery.
- Meet with partner agencies to assess needs and assure quality of service.
- Conduct Culinary Job Training for unemployed and underemployed adults.
- Implement projects and new ideas brought up by Campus Kitchen volunteers.
- Lead local strategic planning exercises.
- Coordinate local fundraising and development activities.
- Maintain detailed record-keeping for safety and sanitation procedures, and effective reporting and communication with CKP's national office.
- Initiate communication with existing or developing Campus Kitchens to facilitate idea sharing and network growth.
- Participate in national projects, including leading team meetings, piloting new initiatives for replication in the network, and developing materials and systems to support new and existing Campus Kitchens, and other projects as needed.
- Due to the responsibilities of the job, a valid driver's license and access to an insured vehicle for transport of meals and/or volunteers is necessary for this position.

How to Apply:

Interested applicants must send a cover letter, résumé, and salary requirements to: hr@dccentralkitchen.org.