Title: Student Management Co-Op Kitchen Manager

Department: Residential Education

The Co-Op KM is a seasonal position lasting the entirety of one academic year. Candidates must be a currently registered undergraduate student, must have a guaranteed year of campus housing remaining and must live in the house where they serve as the KM in order to qualify for the position.

The Co-Op kitchen manager (“KM”) is responsible for: promoting learning in his/her residence through the lens of communal dining; assessing the needs of his/her community, analyzing and synthesizing that information and sharing it with stakeholders; coordinating resident cooking crews for all house meals, ordering food, menu planning, and setting a food budget. In addition, they are to ensure that the kitchen is clean and all kitchen health and safety regulations are understood and consistently followed by the residents of the house. All KMs are also expected to work together with their fellow staff members as helpful, responsive, reliable team players.

All Staff Responsibilities:

1. In conjunction with all staff, create a house environment in which all views, can be voiced, heard respectfully, and fully explored. This includes helping to establish community norms and standards, while fostering an environment of collective responsibility and community pride.
2. Assess community needs and desires in order to organize events, programs, and activities
3. Encourage educational and perspective broadening discussions around diversity, identity, intellectual interests, news, etc.
4. Provide residents with the necessary resources and guidance to develop and implement their own self-directed community and intellectual development activities and initiatives
5. Role model mature, responsible, and respectful behavior(s), including, but not limited to:
   a. personal care
   b. ethics
   c. approachability and inclusivity
   d. professionalism
   e. academic focus
   f. substance use
   g. teamwork
6. Maintain an awareness of your status as a House Staff member in-house, on-campus, and within the greater Stanford and Bay Area community
7. Take the initiative to learn about your fellow staff members, and consistently act in a way that promotes team growth, collaboration, collective problem solving, and individual/team support
8. Proactively seek a communicative working relationship with your position advisor
9. Express differences of opinion and approach, with House and professional staff alike, tactfully and with a solution based focus – promote constructive feedback and support
10. Coordinate and attend weekly House Staff meetings
11. Discuss with the appropriate House Staff and ResEd professional staff, any prior, current, or potential relationships you may have/had that could affect your functioning within the position and/or House Staff dynamics
12. Promptly communicate resident, community, and staff concerns with the appropriate Residential Education staff member(s) and campus resource(s)
13. Follow through with all position expectations, as outlined by Peer Advisors and ResEd professional staff
14. Attend ALL scheduled trainings, retreats, and in-services

Major Job Responsibilities:

30% Promote a Healthy and Inclusive Kitchen Community

• Create a kitchen environment in which residents feel at home: their needs are being met and desires are being considered.
• Solicit regular feedback from residents on quality and quantity of prepared food and open kitchen options. Establish clear and comfortable communication methods in order to gather feedback and share changes.
• Expose residents to food systems concepts, including but not limited to nutrition, food, health, community economic development and agriculture, and encourage residents to be intentional about food choices.
• Ensure menus are crafted taking into consideration input and suggestions from residents.
• Assess specific requests to meet dietary needs. Be aware of the options residents may pursue if their dietary needs are not being met.

30% Meal Provision

• Ensure the planning of nutritional menus weekly checking in with cook crews and working in partnership with the Community and/or Co-Op Manager to ensure nutritionally balanced options.
• Ensure that a menu is available to view each week for residents.
• Ensure deliveries are received, checked and stored within County food safety guidelines, report any problems with deliveries to delivery people and Program Associate.
• Ensure the necessary ingredients are available for house cook crews, and establish a procedure for how cook crews can acquire necessary ingredients if they are unavailable.
• Ensure that the presentation of food is performed with food safety in mind as well as appetizing appearance. All items must be labeled (preferably using dry erase
• Pens on the sneeze guards), especially to mark foods vegan, vegetarian, or with any allergen notices (gluten, peanuts, milk, cheese, shrimp, etc.).
• Ensure that prepared food is served and stored according to County food safety guidelines.
• Take responsibility for setting and meeting food budget in partnership with the Financial Manager.

20% Maintain Kitchen Operations

• Ensure that residents have access to ten prepared meals a week, and an open kitchen that is adequately stocked with healthy, diverse options that reasonably accommodate all residents.
• Communicate regularly with the Program Associate and Housing Building Manager in matters concerning the kitchen, including but not limited to the maintenance and use of all equipment and health and food safety concerns.
• Ensure that kitchen and dining room use procedures not only comply with the standards of the County Health Inspector and County Fire Marshal, but also provide a consistently clean and healthy environment for the preparation and consumption of meals. Share with Program Associate and Housing Supervisor all County inspection reports and works with the Program Associate toward resolving any code violations or operations problems.
• Supervise kitchen opening in September and January and closing for winter and summer academic breaks. Be available through the final days of autumn and spring quarter for kitchen closing.
• Take responsibility for setting and meeting the food budget in partnership with the Financial Manager (FM). Meet with the FM on a weekly basis to review concerns and budgets.

20% Education & Transition

• Plan at least one educational program relevant to position and role.
• Establish kitchen jobs and train/supervise hashers in partnership with the Co-Op and/or Community Manager, develop an enforcement procedure if hashers do not show up for their shifts.
• Host a kitchen “new student orientation” for any new residents within the first two weeks of the quarter to introduce residents to the kitchen equipment and storage, proper procedures, and kitchen fire prevention methods.
• Regularly check in with residents to ensure they have a working understanding of kitchen health and safety especially the proper use and maintenance of kitchen equipment. The list of equipment should include but is not limited to:
  o Stovetop, griddle and ovens
  o Professional mixer and slicer
  o Knives and other kitchen utensils
• Oversee and train residents in composting and recycling procedures.
• Along with the current FM, meet with incoming KM and FM in the Spring quarter to pass along crucial information about the position, including but not limited to key logistics and other useful practical information.

**Qualifications/Requirements:**

As members of Student Management House Staff, KMs are expected to:

- Encourage residents to be thoughtful and responsible stewards of their residential communities.
- Share intellectual and academic interests with residents and encourage residents to discuss their academic interests, experiences, goals, and future plans.
- Maintain regular communication (via whatever method is arranged by a supervisor) with their supervisor and Peer Advisors.
- Assist the Res Ed Staff with developing the following year’s Co-Op KM training curriculum.
- Actively contribute to House Staff discussions and initiatives.
- Attend all staff trainings and retreats (including but not limited to fall retreat and training, winter retreat, Closing meetings)

Additionally, the KMs are expected to:

- Know and abide by University policies including but not limited to the Fundamental Standard, the Honor Code, the Controlled Substances and Alcohol Policy, the Smoking Policy, the Policy on Sexual Harassment and Consensual Sexual or Romantic Relationships, as well as the Residence Agreement.
- Be responsible and professional community leaders.
- Exercise common sense and mature judgment in interactions or relationships with residents.
- Be organized, have strong, clear communication skills. Be motivated and have the ability to work with professional and student staffs to engage residents, all within a dynamic and vibrant residential community.
- Have the ability to stand by policies, document, be defensible, and a strong ethical sense is also a major plus. Ideal candidates will also have demonstrated that they help programs grow, can give good critical feedback, and are committed for long term goals.