

**Work Study Student Job Description  
Luther College Student Employment  
700 College Drive  
Decorah, IA 52101**

Position Title: Cafeteria to Community Coordinator

Department: Center for Sustainable Communities

Student Work Supervisor: Food and Farm Fellow

The goal of Luther's Cafeteria to Community Program is to ensure that good food makes it onto the plates of those who need it. Through this program, student coordinators work in close collaboration with dining services staff to package food into quart sized containers that will be labeled and delivered to the First Lutheran Church Food Pantry twice weekly. Donations include soup, main entrees, homemade pasta sauce, vegetables, salads and more.

Job Responsibilities:

- Complete all necessary paperwork and accurately record food volumes and volunteer hours in google spreadsheet
- Adhere to good food safety practices while working and train volunteers in on those practices
- Coordinate with cafeteria kitchen staff to package food when it is ready
- Ensure that all packaged food gets into the freezer at the end of the night
- Assist with recruitment of volunteers
- Deliver frozen food to First Lutheran Food Pantry during scheduled delivery times
- Report any issues to supervisor
- Other duties as assigned

Requirements

- Willingness to work evenings
- Attention to detail
- Willingness to work hard to get the job done
- Friendly and willing to assist, train and engage with volunteers and Dining Services staff
- Strong verbal communication skills
- Ability to lift 30 pounds

Expectations

- Arrive at work on time and with a positive attitude.

Education/Experience Required: None.

Supervisory Responsibilities: None.