

**POSITION DESCRIPTION**

**Department:** Swanton Pacific Ranch **Supervisor:** Steve Auten

**Job Title:** Meal Preparation Intern **FLSA Status:** Non-Exempt

**Job Summary**

This internship is a student-status in-residence position at Cal Poly’s Swanton Pacific Ranch that entails educational, skills training, and work experience activities over the summer quarter. Training includes off-highway vehicle operation, tractors, implements and maintenance, working around heavy equipment, radio communication, chainsaw operation, CPR/first aid, land orientation and map reading, ranch emergency operations, and ranch hazardous materials. Meal Preparation-specific learning objectives include all aspects of meal preparation. Work includes production of meals for attendees, instructors, and guest instructors during various events and 1 short course at Swanton Pacific Ranch. Work may entail: 1) planning nutritional meals within the constraints of the clients; 2) budget maintenance; 3) meal preparation including shopping, and; 4) meal quality evaluation. Because the majority of meal preparation work will occur during a single 4-week summer course, Meal Preparation Interns will be working alongside Sustainable Crops Production interns for the balance of their tie time at Swanton. Additionally, Fridays are facility cleanup days where all interns contribute to facility upkeep activities when available. Some assigned work activities in other disciplines should be expected occasionally.

**Duties and Responsibilities**

* All aspects of meal preparation including planning and food acquisition
* Maintaining food costs within budget
* Orchard maintenance labor – weeding, raking, apple thinning, tree pruning, irrigation, etc.
* Assist staff in maintaining facilities throughout Swanton Pacific Ranch
* Perform other duties assigned

**Position Requirements**

* Maintain professionalism and courtesy
* Maintain cleanly and organized work environment, including adhering to food safety protocol
* Declared major in Food Science and Nutrition at Cal Poly San Luis Obispo
* Course work in food preparation
* Ability to perform complex and highly responsible duties
* Proficient computer skills including word processing and databases
* Ability to prioritize, plan, organize, and meet time lines
* Ability to lead others in managing tasks; train/evaluate performance of assigned personnel (student assistants)
* Ability to establish and maintain cooperative and effective working relationship with others
* Excellent verbal and written skills and the ability to interface with all levels of staff, and our community, including students, faculty and staff, and the public
* Interpersonal skills using tact, patience, and courtesy
* Ability to maintain regular and reliable attendance
* Possession of a valid California Driver’s License and satisfactory driving record

**Physical Requirements**

* Hearing and speaking to exchange information in person or on the telephone
* Dexterity of hands, fingers, and wrist to operate food preparation tools as well as a computer keyboard and calculator
* Seeing to read a variety of materials
* Sitting or standing for extended period of time
* Physical agility to lift 20 pounds to shoulder height
* Physical agility to lift, carry, push, or pull objects
* Commuting on an as needed basis to food acquisition venues

I acknowledge receipt of this Position Description. I understand that the nature and scope of my duties and responsibilities, as well as the Corporation’s expectations, are more comprehensive than what is incorporated in this document. Furthermore, I understand and agree that my employment with the Corporation is not for a specified term and is at the mutual consent of the Corporation and myself. Accordingly, either the Corporation or I can terminate employment relationship at-will, with or without cause or notice, at any time.

Signature of Employee Date

Signature of Supervisor Date