

**POSITION DESCRIPTION**

**Department:** Swanton Pacific Ranch **Supervisors:** Cortney Newby/Aaron Lee

**Job Title:** Meal Preparation/Crops 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) budgeting and record keeping; 3) meal preparation and service 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 then be transitioned to the primary role of Sustainable Crops Production interns for the remainder of their internship.

Crops-specific learning objectives include most aspects of organic apple orchard management occurring during this season. Work may include: 1) irrigation monitoring and management; 2) mulch and orchard floor management; 3) pest monitoring and management, and; 4) fruit production monitoring and management.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: Meal Preparation**

* All aspects of meal preparation including planning, shopping and food service
* Maintaining food costs within budget
* Maintaining a clean and organized kitchen
* Assist staff in maintaining facilities throughout Swanton Pacific Ranch
* Perform other duties assigned

**Duties and Responsibilities: Crops**

* Running and maintaining the drip irrigation system
* Pruning and thinning apple trees
* Weeding or mowing orchard floor
* Pest Management
* Record keeping of irrigation timing and orchard information

**Position Requirements**

* Maintain professionalism and courtesy
* Maintain cleanly and organized work environment, including adhering to food safety protocol
* Declared major in Food Science or 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 timelines
* 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 periods of time
* Physical agility to lift 30 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