Position Title: Liberty Kitchen Partner

Term of Office: September 1 - April 30

Supervisor: Community Kitchen Coordinator

Remuneration: Volunteer

Hours of Work: 2 hours per week (minimum)

**General Scope of Duties**

The Liberty Kitchen Partners will assist in the development, execution, and overseeing of the Mac Bread Bin’s Mac Liberty Kitchen. Partners will aid in the implementation of programming, partnerships with the Hamilton community and MSU services/clubs, advertising and promoting the Kitchen’s services, and overseeing cooking workshops/lessons/events in the Kitchen. As the Kitchen is in its pilot year, volunteers are given the title “partner” as they are integral to this organization’s success.

**Major Duties and Responsibilities**

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
<td>100 %</td>
<td>- Seek out potential community organizations and MSU clubs/services that may be interested in partnerships/Kitchen programming</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Assist in the promotion of the Kitchen to students and Hamilton</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Assist in the management and operation of the Kitchen’s social media presence and website</td>
</tr>
</tbody>
</table>
Job Description

- Propose new ideas for Kitchen programming
- Propose and help in the implementation of community/student outreach initiatives including, but not limited to, surveys, focus groups, informational interviews, etc.
- Attend selected Mac Bread Bin and Community Kitchen meetings
- Provide feedback on the Kitchen’s development and management on a monthly basis
- Volunteer and help supervise the Kitchen’s workshops, programs, and events throughout the semester

Knowledge, Skills and Abilities
- Awareness and understanding of Liberty Kitchen’s vision and goals
- Ability to work in a team and independently on projects directed by the Coordinator
- Excellent communication skills
- Interest in sustainable and local food networks and healthy diets
- Knowledge of food security issues within Hamilton and on campus is an asset

Effort & Responsibility
- Must attend all required meetings and complete any necessary training

Working Conditions
- Work is both online and on campus
- Occasional travel to off campus meetings is required
- Collaborative and encouraging environment
- Time spent in an commercial-grade kitchen may expose volunteers to potential injuries due to hot appliances and sharp knives.
- Time demands may vary from week to week

Training and Experience
- Previous experience with MAC Bread Bin is valuable but not required
- Interest in sustainable food networks and healthy eating is required
- Necessary training will be provided

Equipment
- Personal computer