Global Community Kitchen Assistant Position Description, 2017-2018

Global Community Kitchen – Student Leadership & Involvement

The Global Community Kitchen Assistant works to support the success of students in producing and serving food to the OSU community. The GCK enhances campus programming by partnering with students to utilize food for cultural sharing, learning and community building. The program provides advising, resources and support in the planning, development and serving of food as the focus or a component of programming.

Student Leadership & Involvement
Transformative Learning * Intentional Engagement * Conscious Community
Authentic Leadership * Social Justice

Student Leadership and Involvement (SLI) shapes campus culture through self-discovery, leadership development, collaboration, community building, and social responsibility with a myriad of active learning opportunities, preparing students to be catalysts for a more equitable and caring world.

Within SLI, Global Community Kitchen Program Assistants focus on student organization support and the development of students as programmers, leaders and active community members through food as a major part of programming. We support an environment of community building, time management and critical thinking in a kitchen supervisory setting. Both Global Community Kitchen Program Assistants and kitchen users gain valuable knowledge and relationships as a result of working/participating in the program.

Position Responsibilities:

Activity Support:

● Facilitate relationships with students and student organizations
● Assist in the management of the kitchen and serving line environment
● Contribute to maintaining awareness of and accountability to food service sanitation and safety guidelines
● Contribute to the work force of the student organizations by assisting in production, organization, and cleanliness of the kitchen and serving area
● Work with the GCK Program Advisor to define workflow and equipment needs; to identify maintenance requests; to set production and serving supervision plans for each activity

Program Development, Promotion and Documentation

● Serve as a committee member to contribute to the design of new programming ideas for utilization of the new Global Community Kitchen.
● Serve as a peer advisor to promote and educate the student population about the Program
● Uphold the values of Student Leadership & Involvement
● 2.5 hours per term on average to support signature SLI events and programming
● 2.5 hours per term on average for ongoing professional development and community building
Required Qualifications:

- Food Service experience or education
- Customer service experience
- Demonstrated ability in effective verbal and written communication
- Experience engaging traditionally underrepresented identities, such as those based on national origin, race, ethnicity, sexual orientation, gender identity, ability, spirituality/religion, and/or political affiliation
- Must be an enrolled for at least 6 academic credits at Oregon State University
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Must maintain at least a cumulative GPA of 2.0 (undergraduates) or 3.0 (graduates) and be in good academic standing

Preferred Qualifications:

- Interest in leadership activities, student organizations, event planning, community service and/or outreach activities
- Knowledge of or experience with event and program planning
- Demonstrated passion and interest in food use and service
- Demonstrated ability to work individually and collaboratively as part of a team
- Demonstrated ability to take initiative and be self-motivated
- Demonstrated ability to organize work with attention to detail, manage time, and follow through on tasks in a self-directed environment
- Demonstrated ability to shift one’s approach when working with a variety of organizations and people from diverse cultures, communication styles, histories, and team structures
- Demonstrated problem solving and decision making skills and ability to find answers to problems creatively and resourcefully
- Demonstrated ability to balance professional and personal boundaries
- Bi or Multilingual (Spanish, Chinese, Korean, Japanese, etc.)
- Ability to balance professional and personal boundaries
- Maintain at least a cumulative and term GPA of 2.5 (undergraduates) or 3.0 (graduates)

Terms:

- Term of employment is September 5, 2017 through June 15, 2018 (with one spring training in May)
- Expected to work an average of 10-12 hours per week in Fall & Winter Terms and an average of 15-20 hours per week in Spring Term
- Expected to work frequent evening and weekend hours, as required, to support programming
- Required to attend weekly staff meetings, supervisory meetings, professional development sessions (2-4 times/term)
- Pay Rate: $10.25-$10.55 per hour

Training Commitment:

- Spring Training Day: Sunday, May 21, 2017
- Fall Training: Tuesday, September 5 – Tuesday, September 19, 2017
- Strongly encouraged to attend other leadership and social justice training opportunities

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Questions? Contact David Ryusaki, Program Advisor, by calling (541) 737-5812 or sending an email to david.ryusaki@oregonstate.edu