

# Community Kitchen Administrator

Duties include but not limited to:

Coordinate with Board, Head Cook, Food/Supplies Manager, Volunteer Scheduler, Kum & Go Manager, Fundraising, Treasurer, PBJ Summer Sack Lunch (Missions), and Garden Manager.

## Monthly

Report monthly meal totals to Ozarks Food Harvest.

## Every Other Month

Attend Community Kitchen Board meeting

## Once a Year

February 1 - 28 make sure as many regular volunteers, board members, and other staff complete any Civil Rights Training required by Ozarks Food Harvest.

Attend as needed any yearly Ozarks Food Harvest training or conference.

Be ready for un-announced TEFAP and/or Ozarks Food Harvest inspection.

Have required documents in order and on-site.

## Twice a Year

Be watchful for un-announced Health Department Inspections. Remind all regular volunteers and trained “staff” what to watch for.

Network with other agencies in and around the Republic such as People Helping People, Pregnancy Resource Center, Billings Food Pantry, Billings Library (PBJ location), and any other business or local church for volunteer resources as well as an avenue to reach people in need.

## Fundraisers

Once a year Spring Flower Sale and Fill A Trailer Food Drive

