

Sterling College

Working Hands. Working Minds.

POSITION DESCRIPTION

Food Services Coordinator for the Wendell Berry Farming Program of Sterling College

POSITION SUMMARY

The Food Services Coordinator for the Wendell Berry Farming Program of Sterling College (the Coordinator) reports to the Dean of the Wendell Berry Farming Program and is responsible for all aspects of food procurement and preparation for approximately 12 students. The Coordinator collaborates closely with the Dean of the WBFP and the Sterling College Dining Services Manager to ensure compliance with all relevant health and safety regulations and the oversight and positive engagement and education of WBFP student workers.

RESPONSIBILITIES

The Food Services Coordinator has the following responsibilities:

- Coordinates residential & student food services, integrating locally-sourced products and meeting a range of dietary needs (for 5 residents, initially, expanding to 12-24 residents over 5 year period; and lunch arrangements for 12 students, initially)
- Manages the WBFP campus kitchen including:
 - Meal preparation for students and staff
 - Scheduling of Student kitchen duties
 - Food & supplies procurement & inventory tracking
 - Garden / farm produce storage & meal integration
 - Kitchen deep cleaning
- Maintenance of and planning for WBFP campus dining services budget
- Coordinates and manages student Work Program and Federal Work Study responsibilities in food services.
- Ensures that the kitchen is safe, sanitary, and operated in compliance with all applicable State regulations and licensing requirements.
- Ensures that the food served for the WBFP is high-quality, local, seasonal, delicious, and meets the diverse dietary needs of the community.
- Works collaboratively with colleagues, including faculty and staff, to plan for the kitchen's needs from the College's farm.
- Supervises, mentors, trains, and regularly evaluates student workers
- Works some weekends and participates fully in the calendar of the College

QUALIFICATIONS

- A commitment to the ecological thinking and action mission of the College.
- A demonstrated commitment to furthering sustainable and local food systems.

- Direct experience managing dining services of a similar scale and scope.
- Ability to work collaboratively and to lead and supervise students participating in the College's Work Program.
- Creativity and flexibility and the desire and ability to work in a diverse community.
- A desire to engage deeply in the community life of students, faculty, and staff.
- An appreciation for life in rural Kentucky.
- Direct experience in a culinary setting that applies sustainable practices.
- A minimum of 3 years working in food services preferred.
- Proficiency in collaborative leadership styles.
- Experience working in professional settings with representation of historically underrepresented groups, including students of color, first generation college students, adult learners, LGBTQ students, international students, veterans, and students with disabilities.
- Strong desire to work in a rural community and be an exemplary representative of the College.
- Organized and detail-oriented, comfortable working with diverse teams.
- Knowledge of budgeting, bookkeeping, and reporting.
- Outstanding verbal and written communication skills.
- Farming experience and/or commitment to fostering viable farming communities preferred.

Additional Requirements:

- The selected candidate is required to live in close proximity to the WBFP students' housing.
- Valid driver's license required.
- Weekend and night activities are required.
- Occasional travel may be required.
- Ability to work in outdoor weather conditions is required.
- Start date: August 15, 2019

APPLICATION INSTRUCTIONS

This is a part-time, hourly position at Sterling College's Wendell Berry Farming Program campus in New Castle, Kentucky that is expected to become a full time position as enrollment in the program grows. The position will remain open until an appointment has been made. Candidates should send the following materials electronically: cover letter, résumé, and contact information for three references. References will not be contacted without candidate permission. Application materials should be addressed and emailed as a single PDF file to: Dr. Leah Bayens, Dean of the Wendell Berry Farming Program, lbayens@sterlingcollege.edu.

ABOUT THE WENDELL BERRY FARMING PROGRAM OF STERLING COLLEGE

The WBFP provides a no-tuition, junior and senior year agriculture curriculum in Henry County, Kentucky. The program was born of a partnership forged between The Berry Center, a farmer advocacy organization in New Castle, Kentucky, and Vermont's Sterling College. Led by Sterling faculty and staff,

the students also work side by side with excellent farmers, foresters, and rural advocates, including The Berry Center staff. The full-time slate of classes is scheduled to launch in August 2019 for a cohort of twelve students. Offering pioneering, integrated approaches to sustainable farming practices and the liberal arts, the curriculum links farming, forestry, draft power, and healthy community and land stewardship. It combines the arts and sciences with cooperative economics, hands-on experience, and farm business training. The WBFP expands Sterling College's role as the leading voice in higher education for ecological thinking and action.