



Volunteers for Outdoor Colorado Position Description

Title: VOC Kitchen Equipment and Stockroom Manager
Position Type: Volunteer (unpaid)
Location: Lakewood, Colorado
Reports to: Projects and Operations Manager

Position Description

The position will work with VOC Crew Chefs and Staff to help ensure success in the kitchen on projects. Volunteers in this role will be a key player in keeping kitchen equipment clean and organized while also assisting Crew Chefs by keeping a running food inventory. This position will be based out of VOC's Operations Center in Lakewood.

Interested volunteers are not required to attend projects, rather provide support pre and post project. Providing food on projects is one of the biggest ways we can say thank you to our volunteers and build community. Any assistance Crew Chefs can get makes for happy Crew Chefs and very happy volunteers.

Responsibilities

Kitchen Equipment Manager

- Organize and clean Crew Chef Equipment. May include unpacking equipment from a project.
- Organize workdays at the Operations Center as necessary to clean/inventory/maintain kitchen equipment.
- Coordinate with Crew Chefs to pack equipment for a project if they are unable to make it to the Operations Center themselves.
- Check in with Crew Chefs after a project to determine additional needs for kitchen equipment repairs/cleaning.

Stockroom Manger

- Maintain a running inventory of perishable and dry food and ensure Crew Chefs know what food they have at their disposal.
- Dispose of expired food.
- Help Crew Chefs reserve food for projects.
- Coordinate with VOC Projects and Operations Manager when non-food consumables need to be purchased (napkins, ziplocs, coffee cups, etc.).

Qualifications

- Familiarity with VOC programs and Crew Chef duties
- Experience on 1 or more VOC projects
- Passion for organization and
- Desire to interact with people and build community

Benefits

- Promote a worthwhile cause
- Meaningful and tangible impact on the VOC community
- Friends, fun and giving back to the outdoors
- Alternative way to participate in outdoor stewardship projects
- Meet new people

Time Commitment

Commit to 2 visits to the Operations Center per month, but can go as often as desired

Please include in your inquiry:

1. Why you want to be a Kitchen Equipment and Stockroom Manager for VOC
2. Why you think you would be a good fit for this position

Submit all inquiries to:

Kelly Kaufmann, kkaufmann@voc.org

Subject line: Kitchen Equipment and Stockroom Manager