



**Job Title:** Program Assistant for the Campus Kitchen at Casper College

**Department/Office:** The Campus Kitchen (EI 120, Campus Dining Services, and some travel around Casper)

**Hours:** Maximum of 19 hours per week

**Pay:** \$8.00

**Job Posting Date:** September 2017

**Requirements:**

- Degree-seeking student, enrolled in at least 6 credit hours at CC or a partnership institution
- Good academic standing
- Student will also be required to obtain ServSafe Manager
- Certification (books and examination fee will be paid for by the Campus Kitchen at Casper College)
- It is preferred that the student has successfully completed or is concurrently enrolled in FCSC 1141.

**Essential Job Duties:**

Student will assist with the management and support of the Campus Kitchen at Casper College. Specific duties include, but are not limited to: maintaining accurate volunteer records, maintaining accurate records of donations received, working with the CKCC meal planning chair to plan nutritionally balanced meals with donated food items, maintaining weekly database of food donations, holding regular donation drop-off hours.

**Expectations:**

Student will enrich their understanding of leadership and organizational planning, and will apply knowledge of dietary meal planning.

**How to Apply:**

Contact Dr. Kelsey Phillips at [kelseyphillips@caspercollege.edu](mailto:kelseyphillips@caspercollege.edu) or call 307-268-2873