Positional Descriptions

All members of the RFR board are required to have knowledge of recovery operations and be available for hands-on trainings with volunteers at the beginning of each semester. This includes:

- Work in commercial kitchens and freezers intermittently, following all kitchen safety rules and being mindful of the staff
- Work in the Union dungeon intermittently being considerate of Union staff and the rules that apply in the dungeon
- May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

<table>
<thead>
<tr>
<th>Job title</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>VAC President, Advised by Food Programs GA and Food Programs Coordinator</td>
</tr>
<tr>
<td>Program Area</td>
<td>Razorback Food Recovery</td>
</tr>
</tbody>
</table>

**Job Purpose**

The chair for RFR oversees and manages the operations of the program, which includes supporting board members, delegating duties, and being a main source of communication. The chair is knowledgeable about all various aspects of food recovery and exists to guide the development of the program.

**Duties and Responsibilities**

- Oversee the day to day operations of the program
- Be a main point of communication for the Volunteer Action Center, board members, dining hall services and other expansion opportunities
- Run and manage the weekly board meetings
- Delegate duties to respective board members throughout the week
- Organize the schedule of each semester including volunteer trainings, shifts, and distribution
- Supporting the development of board members
- Weekly on-on-one meetings with the Razorback Food Recovery Advisor

**Qualifications**

Qualifications include:

- Food safety training
- Leadership skills
- Excellent verbal and written communication skills, including public speaking
- Time management skills
- Razorback Food Recovery volunteer experience
Working Conditions

- 5-10 hours per week are needed for this position
- Available for communication with GA, board, and others daily, if needed
- Board meeting attendance (RFR and VAC) is mandatory
- Work in kitchens intermittently and must follow all kitchen safety rules and be mindful of the staff
- Work in the Union dungeon intermittently and should be considerate of Union staff and the rules that apply in the dungeon
- May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

Physical Requirements

The chair may often be expected to lift food or boxes as needed. Exceptions can be made if needed.

Direct Reports

Food Programs Graduate Assistant and Food Programs Staff

All members of the RFR board are required to have knowledge of recovery operations and be available for hands-on trainings with volunteers at the beginning of each semester. This includes:

- Work in commercial kitchens and freezers intermittently, following all kitchen safety rules and being mindful of the staff
- Work in the Union dungeon intermittently being considerate of Union staff and the rules that apply in the dungeon
- May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

<table>
<thead>
<tr>
<th>Job title</th>
<th>Campus Partners Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Razorback Food Recovery Chair</td>
</tr>
<tr>
<td>Program Area</td>
<td>Razorback Food Recovery</td>
</tr>
</tbody>
</table>

Job Purpose

As the Razorback Food Recovery continues to expand across campus, more and more organizations are joining in the effort to reduce food waste on campus. The Campus Partner Coordinator serves as the link between the organizations participating in food recovery and the Razorback Food Recovery. The job accomplishes a successful communication between new partners on campus and maintaining communication between existing partners

Duties and Responsibilities

- Primarily responsible for Greek House expansion
- Facilitates partnerships with campus organizations and dining facilities
• Schedule meetings with potential campus partners interested in recovering food
• Schedule and host training sessions for new volunteers before they begin recovering food
• Act as the main contact for campus partners
• Attend weekly Razorback Food Recovery meeting
• Attend weekly VAC Board meeting
• Attend a participate in major VAC events

Qualifications

• Proficient in Microsoft programs
• Can appropriately correspond with necessary campus personnel
• Passion for Volunteering
• Strong verbal and written communication skills
• Passion for volunteering
• Flexibility in schedules

Working Conditions

• Available for communication with Greek Houses, expansion partners, and RFR board daily if needed
• Board meeting attendance (RFR and VAC) is mandatory
• Work in commercial kitchens and freezers intermittently and must follow all kitchen safety rules and be mindful of the staff
• Work in the Union dungeon intermittently and should be considerate of Union staff and the rules that apply in the dungeon
• May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

Physical Requirements

The lifting of heavy boxes and/or food may be occasionally required. Exceptions can be made if needed.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Operations Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Razorback Food Recovery Chair</td>
</tr>
<tr>
<td>Program Area</td>
<td>Razorback Food Recovery</td>
</tr>
</tbody>
</table>

Job Purpose

This position manages and develops systems to ensure that recoveries are successful on a daily basis. This includes equipment ordering, inventory management, data entry management, data reporting, and anything else the program needs.

Duties and Responsibilities

• Order equipment and supplies
• Maintain supply levels in recovery locations – Union, Brough, Pomfret, and Fulbright
• Create and maintain forms for data entry via Google Forms
• Track data and prepare weekly, monthly, and annual reports
• Maintain razorbackfoodrecovery@gmail.com email account
• Make campus room reservations on virtualems.uark.edu by creating an account. RFR board meeting room reservations should be made for the entire semester at the beginning of each semester after a date and time is confirmed by the Chair
• Create and facilitate presentations analyzing data for Chartwells dining and work to increase data use for community partners

Qualifications

• Full-time University of Arkansas student
• Basic knowledge of Razorback Food Recovery current processes
• Knowledgeable in Excel, Google Forms, and other general computer knowledge
• Passionate for service and dedicated to fighting food insecurity
• Creativity to find new uses for data

Working Conditions

• Available for communication with the RFR board daily if needed
• Board meeting attendance (RFR and VAC) is mandatory
• Work in commercial kitchens and freezers intermittently and must follow all kitchen safety rules and be mindful of the staff
• Work in the Union dungeon intermittently and should be considerate of Union staff and the rules that apply in the dungeon
• May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

Physical Requirements

Will have to physically move supplies (boxes, food, etc.) to separate recoveries locations as needed.

Direct Reports

RFR Chair

<table>
<thead>
<tr>
<th>Job title</th>
<th>Community Partners Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Razorback Food Recovery Chair</td>
</tr>
<tr>
<td>Program Area</td>
<td>Razorback Food Recovery</td>
</tr>
</tbody>
</table>

Job Purpose
The Community Partners Coordinator is the primary contact for community partner agencies and is responsible for recruiting, training, and maintaining distribution volunteers.

**Duties and Responsibilities**

- Communicate with organizations off campus (such as Salvation Army, Lifesource, etc) about the purpose of Razorback Food Recovery and act as the main point of contact.
- Organize distribution schedule
- Recruit distribution volunteers
- Train distribution volunteers
- Maintain communication with distribution volunteers
- Create strong relationships with community partners and help answer any questions that arise.
- Coordinate, in collaboration with other board members, a group volunteer service project in the community to facilitate volunteer teamwork
- Coordinate a roundtable discussion for community partners to talk about food recovery impacts.
- Attend weekly RFR board meetings
- Attend weekly VAC board meetings

**Qualifications**

Qualifications include:
- Strong professional communication skills
- Organizational skills
- Confidence to reach out to new community partners and suggest ideas for collaboration

**Working Conditions**

- Available for communication with community partners, distribution volunteers, and the RFR board daily if needed
- Board meeting attendance (RFR and VAC) is mandatory
- Work in commercial kitchens and freezers intermittently and must follow all kitchen safety rules and be mindful of the staff
- Work in the Union dungeon intermittently and should be considerate of Union staff and the rules that apply in the dungeon
- May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

**Physical Requirements**

The lifting of boxes and/or food may be occasionally required. Exceptions can be made if needed.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Communications Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Razorback Food Recovery Chair</td>
</tr>
</tbody>
</table>
# Program Area

**Razorback Food Recovery**

## Job Purpose

The Communications Coordinator connects with the volunteers, community partners, and University employees/students about what is going on at Razorback Food Recovery and spreads awareness about food recovery efforts and food insecurity in our area.

## Duties and Responsibilities

- Manage all social media accounts
- Communicate with volunteers, campus partners, and community partners to showcase their stories on social media
- Send a frequent newsletter to all volunteers with updates about the program
- Send a frequent newsletter to community partners with updates about the program
- Attend weekly meetings for both Razorback Food Recovery and the Volunteer Action Center

## Qualifications

Qualifications include:
- Organized
- Knowledge of basic social media
- Friendly
- Outgoing
- Thinks outside of the box
- Inventive
- Willing to go with the flow

## Working Conditions

- Easy access to social media accounts is required daily if needed
- Available for communication with the RFR board daily if needed
- Board meeting attendance (RFR and VAC) is mandatory

## Job title

**Volunteer Coordinator for Brough**

<table>
<thead>
<tr>
<th>Reports to</th>
<th>Volunteer Coordinator for Brough</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Area</td>
<td></td>
</tr>
</tbody>
</table>

## Job Purpose

- The Volunteer Coordinator for Brough is responsible for recruitment, training, and communication with Brough recovery leaders and volunteers each semester.

## Duties and Responsibilities
• Recruit volunteers
• Review volunteer applications in order to assign applicants to positions and shifts
• Manage RFR email account
• Conduct Brough volunteer training
• Keep track of Brough volunteer attendance
• Communicate any program updates with Brough recovery leaders and volunteers
• Help organize and conduct volunteer trainings
• Manage Brough volunteers on uark.givepulse.com
• Meet frequently with Brough recovery leaders
• Collaborate with other Volunteer Coordinators, Campus Partners Coordinator, and/or Community Partners Coordinator for special volunteer events
• Attend weekly RFR and VAC board meetings
• Collaborate with other volunteer coordinators to develop the Recovery Leader Program

Qualifications

Qualifications include:
• Use of GivePulse
• Food safety training or knowledge
• Friendly Attitude
• Comfortable talking to stranger about volunteering
• Comfortable with confronting volunteers if needed
• Razorback Food Recovery Experience

Working Conditions

• Available for communication with volunteers and RFR board daily if needed
• Board meeting attendance (RFR and VAC) is mandatory
• Work in commercial kitchens and freezers intermittently and must follow all kitchen safety rules and be mindful of the staff
• Work in the Union dungeon intermittently and should be considerate of Union staff and the rules that apply in the dungeon
• May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

Physical Requirements

The lifting of food and/or boxes may be required. Exception can be made if needed.

Direct Reports

Direct Reports are given to the Razorback Food Recovery Chair and committee.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Volunteer Coordinator for Fulbright</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Razorback Food Recovery Chair</td>
</tr>
</tbody>
</table>
Razorback Food Recovery

Job Purpose

- The Volunteer Coordinator for Fulbright is responsible for recruitment, training, and communication with Fulbright recovery leaders and volunteers each semester.

Duties and Responsibilities

- Assist in the planning and launch of Fulbright Dining Hall (aka, Quad)
- Recruit volunteers
- Review volunteer applications in order to assign applicants to positions and shifts
- Manage RFR email account
- Conduct Fulbright volunteer training
- Keep track of Fulbright volunteer attendance
- Communicate any program updates with Fulbright recovery leaders and volunteers
- Help organize and conduct volunteer trainings
- Manage Fulbright volunteers on uark.givepulse.com
- Meet frequently with Fulbright recovery leaders
- Collaborate with other Volunteer Coordinators, Campus Partners Coordinator, and/or Community Partners Coordinator for special volunteer events
- Attend weekly RFR and VAC board meetings
- Collaborate with other volunteer coordinators to develop the Recovery Leader Program

Qualifications

Qualifications include:

- Use of givepulse
- Food safety training or knowledge
- Friendly Attitude
- Comfortable talking to stranger about volunteering
- Comfortable with confronting volunteers if needed
- Razorback Food Recovery Experience

Working Conditions

- Available for communication with volunteers and RFR board daily if needed
- Board meeting attendance (RFR and VAC) is mandatory
- Work in commercial kitchens and freezers intermittently and must follow all kitchen safety rules and be mindful of the staff
- Work in the Union dungeon intermittently and should be considerate of Union staff and the rules that apply in the dungeon
- May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

Physical Requirements
The lifting of food and/or boxes may be required. Exceptions can be made if needed.

**Direct Reports**

Direct Reports are given to the Razorback Food Recovery Chair and committee.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Volunteer Coordinator for Pomfret</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Razorback Food Recovery Chair</td>
</tr>
<tr>
<td>Program Area</td>
<td>Razorback Food Recovery</td>
</tr>
</tbody>
</table>

**Job Purpose**

- The Volunteer Coordinator for Pomfret is responsible for recruitment, training, and communication with Pomfret recovery leaders and volunteers each semester.

**Duties and Responsibilities**

- Recruit volunteers
- Review volunteer applications in order to assign applicants to positions and shifts
- Manage RFR email account
- Conduct Pomfret volunteer training
- Keep track of Pomfret volunteer attendance
- Communicate any program updates with Pomfret recovery leaders and volunteers
- Help organize and conduct volunteer trainings
- Manage Pomfret volunteers on uark.givepulse.com
- Meet frequently with Pomfret recovery leaders
- Collaborate with other Volunteer Coordinators, Campus Partners Coordinator, and/or Community Partners Coordinator for special volunteer events
- Attend weekly RFR and VAC board meetings
- Collaborate with other volunteer coordinators to develop the Recovery Leader Program

**Qualifications**

Qualifications include:
- Use of givepulse
- Food safety training or knowledge
- Friendly Attitude
- Comfortable talking to stranger about volunteering
- Comfortable with confronting volunteers if needed
- Razorback Food Recovery Experience

**Working Conditions**
• Available for communication with volunteers and RFR board daily if needed
• Board meeting attendance (RFR and VAC) is mandatory
• Work in commercial kitchens and freezers intermittently and must follow all kitchen safety rules and be mindful of the staff
• Work in the Union dungeon intermittently and should be considerate of Union staff and the rules that apply in the dungeon
• May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

Physical Requirements

The lifting of food and/or boxes may be required. Exceptions can be made if needed.

Direct Reports

Direct Reports are given to the Razorback Food Recovery Chair and committee.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Volunteer Coordinator for the Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Razorback Food Recovery Chair</td>
</tr>
<tr>
<td>Program Area</td>
<td>Razorback Food Recovery</td>
</tr>
</tbody>
</table>

Job Purpose

• The Volunteer Coordinator for the Union is responsible for recruitment, training, and communication with Union recovery leaders and volunteers each semester.

Duties and Responsibilities

• Recruit volunteers
• Review volunteer applications in order to assign applicants to positions and shifts
• Manage rfrunion@uark.edu email account
• Conduct Union volunteer training
• Keep track of Union volunteer attendance
• Communicate any program updates with Union recovery leaders and volunteers
• Help organize and conduct volunteer trainings
• Manage Union volunteers on uark.givepulse.com
• Meet frequently with Union recovery leaders
• Collaborate with other Volunteer Coordinators, Campus Partners Coordinator, and/or Community Partners Coordinator for special volunteer events
• Attend weekly RFR and VAC board meetings
• Collaborate with other volunteer coordinators to develop the Recovery Leader Program

Qualifications

Qualifications include:
• Use of givepulse
• Food safety training or knowledge
• Friendly Attitude
• Comfortable talking to stranger about volunteering
• Comfortable with confronting volunteers if needed
• Razorback Food Recovery Experience

**Working Conditions**

• Available for communication with volunteers and RFR board daily if needed
• Board meeting attendance (RFR and VAC) is mandatory
• Work in commercial kitchens and freezers intermittently and must follow all kitchen safety rules and be mindful of the staff
• Work in the Union dungeon intermittently and should be considerate of Union staff and the rules that apply in the dungeon
• May be expected to drive and deliver food to partner agencies if a vehicle is easily accessible

**Physical Requirements**

The lifting of food and/or boxes may be required. Exceptions can be made if needed.

**Direct Reports**

Direct Reports are given to the Razorback Food Recovery Chair and committee.