Farm to Institution Procurement Intern

For Summer and Fall 2016 with limited training this Spring.

This is a fantastic position (and great resume builder!) for anyone interested in procurement, sustainability, food systems, and making a difference on campus. This is a joint position between Campus Dining and the Urban and Environmental Policy Institute’s Farm to School program; it requires some availability for the remainder of Spring 2016, as well as the entirety of Summer and Fall 2016, with possible extension into the following Spring. This is a great stepping stone for post-graduation employment in the field of sustainability, procurement, or food service - there is currently a high demand for employees with a skillset relating to foodservice sustainability. Applicants must be reliable, hard-working, creative, able to maintain awareness in the busy kitchen environment, and able to work efficiently and independently.

First or Second Year candidates preferred, but all candidates will be considered. We are looking for someone who will learn on the job this semester, and carry the work forward during the next academic year.

**Duties and Responsibilities**

Jointly reporting to Amy Munoz, Associate VP for Hospitality Services, and Sharon Cech, UEPI Regional Food Systems Director, and under the direction of the Campus Dining Lead Intern.

**Campus Dining: 8-10 hours per week during academic semesters**

- Actively examine Campus Dining purchasing by comparing current purchases to sustainable alternatives
- Research new sources of sustainable food and supplies
- Research comparable institutions’ dining programs for new product alternatives and sustainability initiatives
- Present research on a weekly basis in a clear, detailed and appropriate format for use by Campus Dining to inform procurement decisions
- Coordinate with and assist Campus Dining staff members with planning and implementing new procurement selections based on the presented research

**Urban and Environmental Policy Institute: 2-5 hours per week during academic semesters; 20+ hours per week during summer**

**Background:**

Farm to School programs bring healthy foods from local farms to preschools and K-12 school cafeterias and provide students with related lessons on health, nutrition, agriculture, and gardening. These programs help children understand where their food comes from and the importance of supporting their local communities, while
encouraging students to make healthy food choices a part of their everyday lives. UEPI has been a leader in the Farm to School movement for over 15 years. Along with the Community Food Security Coalition, UEPI incubated the National Farm to School Network (NFSN) until 2012, when it launched into an independent organization. UEPI is now a CA State Lead within the National Network and a Regional Lead within LA County.

About the Position:
This position will assist UEPI staff with development of an LA Regional Farm to School supplier database. Activities will include:

● Using skills and knowledge gained from Campus Dining procurement activities to assist UEPI staff in identifying and classifying appropriate farmers and local food suppliers.
● Outreach to and survey local and regional farmers and food providers
● Collect and categorize data for “farmer profiles” on website
● Perform general office duties (filing/telephones/on-campus errands, other) as needed

Requirements
· Knowledge of and/or experience with sustainability, especially related to food
· Proficiency with Microsoft Word, Excel and social networking applications
· Strong organizational, research and documentation skills
· Strong interpersonal, verbal and written communication skills
· 10-15 hours per week of availability during Spring and Fall 2016 academic semesters.
· 20+ hours of availability during Summer 2016
· Ability to work in a deadline driven environment
· Ability to work independently
· Office dress code

Preferred Skills
· Experience with food service preferred, especially procurement, shipping and receiving, etc.

Send your resume and a cover letter describing your interest in the position and a brief description of and relevant procurement, research, and/or food system experience to dbruce@oxy.edu, munoz@oxy.edu and cech@oxy.edu. Please also submit the standard Oxy student application with your cover letter.