



Sample Farm to School Salad Bar Job Descriptions

Organization: Nanaimo Foodshare, Nanaimo, BC

School Salad Bar Coordinator:

- To coordinate time's, dates and number attending the salad bar
- To communicate with the kitchen coordinator
- To organize students and adult volunteers
- To set up the salad bar station and dining room
- To tear down and clean up dishwashing station, garbage and compost area
- To assign students and adult volunteers a serving position and over see a smooth service
- To help set up the salad bar, soup station and plates
- To oversee and help the clean up of the salad bar
- To ensure that all leftovers are properly taken care of
- To ensure that all the dishes are washed and that the dining area is cleaned
- To collect payment from school

Kitchen Coordinator:

- To have open communication with the School Salad Bar Coordinator and an understanding of what the needs of the schools are
- To develop relationships with local growers
- To develop salad bar menus
- To order, inventory and cost all of the food used for the program
- To communicate all the salad bar menus, quantities and times to any cooks, volunteers or drivers
- To help in any cleaning, cooking and storage of any salad bar menu items
- To ensure that the food for any salad bar is delivered on time and in the proper quantities
- To make sure the food, ice and any equipment that may be needed is delivered on time to the appropriate school