



## Procurement (Internship opportunity)

**Experience Level:** Internship

**Job Type:** Procurement Volunteer Team Lead

**Location:** Walker's Reserve, St. Andrew

Note: this is a student internship; candidates must be a currently enrolled (full or part time) student or recent graduate from an accredited program.

### Position Overview

Slow Food Barbados is seeking a procurement intern to support its Slow Soup Kitchen. This intern will play a vital role in managing the kitchen operations, volunteer coordination, purchasing and record keeping. The areas of responsibilities include supervising kitchen operations, liaising with suppliers and donors, procurement including finances, communicating with chefs/cooks, and supporting the process to ensure a smooth functioning of the kitchen from start to finish. They will be 'on-the-ground' in managing and executing the operations of the Slow Soup kitchen on designated days.

The Slow Food Barbados chapter is run by a small volunteer board and administrative team. The organisation actively recruits volunteers to assist with education, public awareness, and project execution. The position will ultimately report to the Director Community Outreach and Education, while working collaboratively with the Board Members, a cadre of volunteers, vendors and members of affiliated organisations and community leaders.

### Slow Food seeks to steward a dramatic and lasting change in the food system.

Slow Food is a way of living and a way of eating. It is a global, grassroots movement with millions of supporters in 164 countries that links the pleasure of food with a commitment to community and the environment. Slow Food Barbados is working to reconnect Barbadians with the people, traditions, plants, animals, fertile soils, and waters that produce our food while protecting the rich heritage, traditions, and culture that food makes possible. The organisation is also working to re-invigorate the youth's interest in food and bestow on them the knowledge of where it comes from.

The organisation believes in the fundamental right to the basic pleasures of quality local food and consequently the responsibility to protect the heritage of food, tradition and culture that make such pleasure possible. We aim to acknowledge and celebrate local farmers, chefs, eateries, and artisans who contribute to good, clean, fair food and to spread awareness of the Slow Food philosophy and the establishments that support it.

Slow Food Barbados seeks to create dramatic and lasting change in our national food system in Barbados by facilitating the development of food sovereignty and food security initiatives on the island.

The core ethos of the organisation is based on 3 core principles:

✂ **GOOD:** Quality, Flavoursome and Healthy



✂ **CLEAN:** Production that does not harm the Environment, the People, or the Animals

✂ **FAIR:** Accessible prices for customers and fair pay and conditions for producers.

The Procurement Intern may also be called upon to temporarily exercise the duties of other volunteers or culinary staff in the Slow Soup kitchen, should the need arise. The Procurement Intern is responsible for:

### **Core Responsibilities**

- ✂ Coordinating all kitchen-related activities and working in tandem with the volunteers, professional Chefs/cooks, and suppliers to ensure the smooth running of the kitchen.
- ✂ Ensure procurement strategies align with the company's financial goals and are consistent with Slow Food Barbados' brand standards and operational guidelines.
- ✂ Conducts ongoing, weekly and monthly inventory checks.
- ✂ Liaise with suppliers, local businesses, and farmers on a weekly and as needed basis.
- ✂ Communicate with volunteer staff on soup kitchen days.
- ✂ Monitors the inflow of ordered produce and supplies and the maintenance of current produce and supplies and makes necessary orders as needed.
- ✂ Ensures that volunteers including professional chefs and cooks have produce, vegetables and meat supplies, equipment, tools, and uniforms necessary to do their jobs.
- ✂ Ensure proper use of and cleaning routines for service ware, equipment, floors, building etc.
- ✂ Ensures compliance with COVID-19 protocol, food handling and sanitation standards and Slow Food Barbados' core values are enforced.
- ✂ Informs and/or updates the executives, peers, and volunteers on relevant information in a timely manner.
- ✂ Utilises interpersonal and communication skills to lead, influence, and encourage others; advocates Slow Food Barbados' ethos in decision making; demonstrates honesty/integrity; leads by example.
- ✂ Manages all day-to-day operations. Understands volunteer positions and demonstrates a willingness to step in, in volunteers' absence.
- ✂ Manages day-to-day operations, ensures the quality, standards, and meeting the expectations of the community.
- ✂ Ensures volunteers are properly trained regarding sanitation, composting, equipment handling, and food storage.
- ✂ Provides updates to the team and Slow Food Barbados' board on status, progress, and observations.
- ✂ Attend weekly status update meeting (virtual)
- ✂ Coordinating and synchronising Slow Soup related activities with that of the various affiliates, partners, and vendors, maximising limited resources and ensuring excellent service to the communities and various publics served.
- ✂ Building and maintaining existing partner relationships and networks and performing to the highest professional standards.
- ✂ Document photos and videos for promotional/ marketing material.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

✂ To perform this role successfully, an individual must have a willingness and 'can do attitude' in achieving desired result(s) in their areas of responsibility. The requirements listed below are



representative of observable behaviours and essential knowledge, skill, and abilities required of a successful incumbent.

- ✂ Cultivates engagement - Builds loyalty to the community, team and volunteers. Proven ability to lead and, motivate volunteers and spread the spirit of good fellowship.
- ✂ Leads with courage - Provides a culture of accountability.
- ✂ Execution of plans - Utilises our systems, tools, and resources to accomplish results and achieve goals
- ✂ Good written, verbal, and interpersonal communication skills.
- ✂ Ability to implement and uphold service standards.
- ✂ Self-motivated as well as motivate volunteers and others and maintain a cohesive team
- ✂ Ability to work with and understand basis accounting information associated with monthly reporting, and record keeping.
- ✂ Ability to maintain and build relationships with existing and potential volunteers, community leaders as well as established Slow Food Barbados key partners, donors, supporters and our shared site organisations at Walkers Reserve.

### **Education**

- ✂ Currently enrolled in a certificate, associate degree or bachelor's degree in management, business administration, culinary study, hospitality management or a related discipline
- ✂ Basic accounting skills and good report writing skills
- ✂ Knowledge of Microsoft Word (PowerPoint, Excel and Word etc) and Google Suite platform

### **Our ideal candidate will have a/an**

- ✂ Keen interest in learning and gaining real-life experience in procurement and kitchen management.
- ✂ Enthusiastic approach in problem solving and quick decision making.
- ✂ Strong verbal communication skills with excellent interpersonal skills.
- ✂ High-level of motivation and energy with desire to "rollup sleeves."
- ✂ A deep commitment to the mission and values of Slow Food Barbados and its affiliates.
- ✂ National of Barbados, CARICOM or resident (permanent or temporary).

### **Work Environment**

- ✂ The work environment/conditions described herein are representative of those that an incumbent may experience.
- ✂ Must be comfortable working in a shared team working space, without the use of a private office.
- ✂ Must be able to cope with tight deadlines with a high degree of optimism, professionalism & collaboration.
- ✂ Schedule will remain consistent 3 days per week. Monday Wednesday and Friday from 9am to 3:30  
All work will take place at the Soup Kitchen at Walkers Reserve, St Andrew.
- ✂ Flexibility to support the charity's various soup kitchen related funding drives on weekends and evenings is an asset.

### **Duration**

- Application Deadline: March 25th, 2022
- Period of Contract: 6-month contract with a 3-month probationary period
- Effective: Immediately
- Commitment: 20-25 hours/week (Monday, Wednesday, Friday)

