

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2024**

Organization Name:

Second Helpings Atlanta

Address: 970 Jefferson St NW Atlanta, GA 30318

Phone: 678-894-9761

Web site: <https://secondhelpingsatlanta.org/>

Internship Supervisor: Kim Soltero

Supervisor's contact information including e-mail.

kimsoltero@secondhelpings.info

Organization's Mission Statement:

Second Helpings Atlanta is a nonprofit food rescue organization whose mission is to reduce hunger and food waste in the Metro Atlanta area by rescuing surplus food and distributing it to those in need.

Summary of the organization's primary programs and services:

The cornerstone of SHA's work is our **Food Rescue Network**. Staff and volunteers are on the road seven days a week to move surplus food where it's needed. We rescue fresh, surplus food from donors, and we deliver it to our partner agencies – nonprofits with feeding programs such as food pantries, after-school programs, and residential facilities.

Addressing hunger has a logistics solution. The supply is there: the EPA estimates that 80 billion pounds of food is wasted in the US each year. That is 30-40 percent of the entire US food supply (USDA) and equates to 219 pounds of waste per person (EPA). The challenge is moving the surplus to the need, and this is where SHA's model is vital.

Our Food Rescue Network has three components:

- Food donors, including grocery stores, big box retailers, restaurants, stadiums, corporate kitchens, distribution centers, and more
- Volunteer and staff drivers who collect the donated food
- Partner agencies, other 501(c)3 organizations who have compatible feeding programs and distribute the food we rescue according to their clients' needs

Volunteers drive food rescue routes for us to pick up smaller volumes of food, anywhere from 25-500 pounds. We run an average of 160 routes each week, operating Sunday through Saturday.

Our **Full Plate Project** is our complete meal program. Some meals are fully cooked and others provide an opportunity for meal preparation. We have a dedicated partnership with HelloFresh, the international meal kit company, called Meals with Meaning, where we pack and distribute 2,000 high-quality meal kits every week. Each kit contains four servings of food, providing 8,000 meals. We add a bag of fresh fruit, and we often have surplus bottles of water and will include those as well.

Intern's title: Operations and Programs Intern

Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible):

Operations and Programs Intern

The 2024 Emory summer intern will work to support both our 90-Minute Model and the Full Plate Project. Serving as a key member of the operations team, the intern will gain an overview of SHA's work by attending staff meetings, participating in volunteer and staff warehouse activities, and working side-by-side with SHA staff to complete deliverables and run programming.

Some typical tasks will include - assisting SHA staff to set up and execute weekly volunteer meal packing events, assisting SHA staff to set up and execute weekly warehouse produce distribution, independently completing food rescue routes, assisting staff driver with large food rescues, and data entry (Salesforce).

Qualifications:

- Working knowledge in G-Suite and Microsoft Office (including Powerpoint, Excel, and Word) applications
- Interest in Sustainability and Hunger, Nonprofit Programs Coordination
- Ability to stand/lift over 30 pounds

Please note that this is a hybrid position, but it will require time in our warehouse, on food rescue routes, and in our office. The exact schedule will be determined before the internship begins.

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: Proof of Covid Vaccination (First and Second Dose).

Will the internship require that the student have a car? Yes

Is the placement site accessible by public transit or other transportation options? It is possible to access our office and warehouse using MARTA, but a car will be necessary for food rescue.