

## Sustainability Intern Job Description Fall 2014

### Wake Forest University

#### Local Tracking Responsibilities

- Enters invoice totals each week into excel spreadsheet for local, regional, organic, biodegradable, and fair trade ARAMARK purchases.
- Calculates monthly purchasing and unit totals, updating year-to-date totals
- Continuously looking for new products to order to increase sustainable purchases %

#### Farm-to-Fork

- Assist in creation of menu's based on local food availability
- Increase frequency of events throughout each month or more days/week (1<sup>st</sup> & 3<sup>rd</sup> Friday)
- Invites Farmers to participate in tabling events

#### Farmers Markets

- Increase number of farmers market events on campus (at least 1x/month)

#### Vegetarian/Vegan Fare

- Increase number of options in residential dining location
- Create or assist with menu development for vegetarian station's entree
- Look for options available for purchase in C-stores and POD Market

#### Education

- Tables on sustainability in dining or nutrition (initiatives, how to get involved, etc.) once/month

#### Campus Relations

- Liaison between ARAMARK and *Campus Garden*; what produce is available, how we can use it in the FFCo, etc.

#### Think Green Thursdays

- Collaborate with the Office of Sustainability on *Think Green Thursdays* to highlight sustainability in dining.

#### Regional Campuses:

- Reach out to other universities to learn more about their Sustainability programs (ECU, Clemson, Wilmington, etc.)