TNFP Catering Internship

The Nashville Food Project's Catering program is a social enterprise which generates revenue in support of TNFP programming. We prioritize supporting current partners and other Nashville nonprofits by providing food for events such as volunteer celebrations, board meetings, fundraising events, open houses, educational programming, and workshops. Sliding scale rates and fully subsidized meals are available to partners with little to no budget, and full priced catering is an option for non-partners.

Position Summary
This position will support many aspects of the Catering Program, including event support, delivery support, kitchen support, volunteer support, inventory maintenance, documentation, and menu development.

The duties and responsibilities of this internship will involve:

- **Event Support**
  - Assisting in delivery, set-up, and breakdown of catering events both on and off-site
- **Maintaining Inventory**
  - Assisting in the tracking of supplies costs and amounts
- **Kitchen/Volunteer Support**
  - Assisting with food prep and cooking for catering events
  - Boxed lunch assembly
  - Facilitating volunteers as they prep and cook for catering events
  - Supporting programmatic meals as needed
- **Documentation**
  - Drafting meal orders and prep lists
- **Menu Development**
  - Researching and testing potential catering recipes (prioritizing seasonal ingredients, rescued food, and boxed-lunch options)
  - Recording successful recipes in TNFP recipe template
- **Other responsibilities as determined by intern interests and program needs**

This internship will provide meaningful hands-on experience both in the kitchen as well as through different types of community events, working closely with TNFP volunteers, Meals Team staff, catering partners, and community members. Interns can expect to build communication and organizational skills, gain a greater understanding of program development and implementation, and develop skills including adaptability and event coordination in this unique approach to catering.
An ideal candidate for the TNFP Catering Internship meets the following criteria:

- Experience working in kitchens
- Available a minimum of 3 days per week for 24 hours (total) each week (this may be subject to vary based on event frequency).
- Some availability on weekends as needed.
- Available for at least eight consecutive weeks
- Have access to reliable transportation to and from our locations in West Nashville.
- Valid Driver’s License (this is not a requirement, but is necessary for assisting in Catering deliveries).
- Willingness to work with a diverse group of staff and volunteers in a fast-paced kitchen environment.
- Willingness to work hard, have fun, and learn amongst a collaborative team!

Ideal candidates have strong interpersonal and organizational skills, kitchen/culinary experience, are inspired by TNFP’s mission, and seek the opportunity to learn more about how food can be used as a tool for community building and investing in our greater mission.

Interested individuals should send a resume and cover letter to Katie Duiven at katie@thenashvillefoodproject.org. Please include your weekly availability (days + hours), seasonal availability (e.g February-April), and any weekends you know you would be unable to work in your cover letter.

Thank you for your interest in TNFP Catering!

The Nashville Food Project (TNFP) brings people together to grow, cook and share nourishing food with the goals of cultivating community and alleviating hunger in our city.