



Meals That Matter Intern

Position Description

Purpose

Ronald McDonald House Charities of Eastern North Carolina provides a temporary "home away from home" for families of seriously ill or injured children receiving treatment at nearby medical facilities. A key part of the family experience is ensuring access to comforting, nutritious meals during their stay.

The Meals That Matter Intern supports the coordination and growth of RMHC-ENC's meal program. This includes assisting with volunteer meal groups, supporting kitchen operations, managing food inventory, and helping implement initiatives supported by the Nourishing Families Grant. The intern will also assist with meal planning, food safety oversight, and community partnerships that help provide consistent, healthy meals for guest families.

Responsibilities

- Serve as the lead contact for scheduled meal groups and baking volunteers during assigned shifts.
- Provide kitchen orientation, food safety guidance, and recipe resources for volunteers.
- Ensure proper food labeling, storage, and sanitation procedures are followed.
- Assist meal groups with family accommodations, dietary needs, and kitchen logistics.
- Assist with testing and editing recipes for future cookbook updates.
- Coordinate ingredients and meal plans for upcoming volunteer meal groups.
- Maintain a clean, organized, and safe kitchen environment.
- Support efforts to expand healthy, family-focused meal options.
- Assist with the development of recurring meal donation partnerships with local restaurants and community organizations.
- Support implementation of the Bill Freelove Garden as part of the garden-to-table initiative.
- Assist with planning meals and refreshments for holidays, family celebrations, and special events.
- Support initiatives that enhance the overall guest experience through food, nutrition, and shared meals.

Requirements

- Currently enrolled college student pursuing a degree in Nutrition, Hospitality Management, Food Science, or a related field.
- Strong organizational and communication skills with attention to detail.
- Ability to work independently and collaboratively in a team environment.
- Comfortable working in a kitchen setting and knowledgeable about basic food safety practices.
- Proficiency with Microsoft Office; experience with volunteer management systems such as Better Impact is a plus.
- Valid driver's license for occasional local food pickups.
- Passion for community service and commitment to the mission of RMHC-ENC.