



FOOD for LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Summer Food Program Assistant

RESPONSIBLE TO: Summer Food Program Manager

HRS PER WEEK: 20

DATES OF POSITION: April 1- August 30

HOURLY WAGE: Starting at \$14.00-\$16.50, depending on experience

SUMMARY of POSITION: This is a **part-time, temporary position**. The person in this position provides support to the Summer Food Program Manager, and is primarily responsible for maintaining sufficient staff for up to 50 Summer Food Program meal sites throughout Lane County. The Summer Food Program provides meals for children June through August when the National School Lunch Program is not in service.

PRIMARY TASKS & RESPONSIBILITIES:

- Recruits and manages the administrative process for hiring up to 100 temporary part-time employees
- Works with the Summer Food Program Manager to ensure all employees are trained to follow USDA rules
- Ensures all Summer Food Program sites are fully staffed
- Ensures all employees and volunteers complete required paper work on time
- Effectively communicates with all Summer Food Program employees to ensure smooth operation of the Summer Food Program on a daily basis
- Coordinates monitoring visits for all Summer Food sites within the first month of operation
- Ensures all sites have proper documentation during program planning process
- Assists the Summer Food Program Manager in problem-solving

OTHER TASKS & RESPONSIBILITIES:

- Represents FOOD for Lane County to the public with knowledge and respect
- Upholds FFLC values of compassion, inclusion, and collaboration
- Assists with community outreach and advertising
- Tracks Summer Food Program data
- Occasional public speaking and communication with media
- Engages in ongoing program planning
- Performs other tasks as requested by supervisor

SKILLS & QUALIFICATIONS:

- Proficient at Microsoft Office software
- Excellent organizational skills
- Excellent communications skills
- Proficient in basic math skills
- Ability to work independently
- Ability to multitask and work with many interruptions
- Ability to manage stress, be flexible, and respond to unexpected changes
- Demonstrated ability to work as a member of a team
- Ability to relate effectively with the public, community organizations, parents and children
- Willingness to work irregular hours/some weekends when necessary
- Experience with federally funded programs helpful
- Ability to lift up to 40 lbs. and stand for extended periods of time
- Bilingual English/Spanish skills preferred

REQUIREMENTS:

- Current Oregon driver's license with good driving record, current auto insurance, and ability to use personal vehicle for business
- Possess a current Food Handler's Card
- All offers for employment are contingent upon a satisfactory background check

WORK LOCATION: This position may not have a fixed office location within FOOD for Lane County's facility. For the time period April through late June, the position may need to be worked remotely from home or another location. A work-issued laptop computer can be provided. Late June through August 30, the position will be located at a rented kitchen facility.

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, marital status, veteran, or disability status.