



FOOD for LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Summer Food Program Manager

RESPONSIBLE TO: Senior & Child Nutrition Programs Manager

HRS PER WEEK: Varies between 20-30 hrs./wk.

DATES OF POSITION: April 1- August 30

HOURLY WAGE: Starting at \$16.95-\$20.00, depending on experience

SUMMARY of POSITION: This is a **part-time, temporary position**. The person in this position manages all aspects of FFLC's Summer Food Program which is designed to provide lunch and some breakfasts to children at up to 50 sites throughout Lane County from June through August when the National School Lunch Program is not in operation.

PRIMARY TASKS & RESPONSIBILITIES:

Program Management

- Responsible for the compliance of USDA rules and regulations in all aspects of the Summer Food Program
- Adheres to all applicable federal, state, and Oregon Food Bank regulations regarding food safety, storage, and handling
- Maintains accurate and updated program files
- Collects data needed to qualify summer food program sites according to USDA criteria; ensures sites are located in high-needs areas for maximum benefit
- Serves as principal liaison with Oregon Department of Education
- Works with the FFLC Volunteer Coordinator to recruit volunteers
- Oversees operation of activities in all kitchens rented for the program
- Submits claims to Oregon Department of Education
- Works with Finance Director to process and submit USDA reimbursement requests

Supervision

- Oversees hiring, training, and performance evaluation of all temporary Summer Food Program employees
- Ensures all Summer Food Program sites are fully staffed
- Trains staff in safety procedures and responds to safety issues
- Facilitates problem-solving when issues arise
- Organizes payroll

Education and Outreach

- Advertises the program through community, local government, media, schools, and youth organizations
- Conducts comprehensive bilingual outreach and marketing campaigns
- Implements new strategies to increase participation as feasible

Coordination of vendors and food distribution

- Coordinates purchase of food and nonfood items for Summer Food Program
- Oversees vendor contracts and bids
- Closely monitors food waste, creates procedures and provides training to other staff as needed to ensure cost control in regards to food waste
- Ensures adequate inventory control of all food and program supplies
- Ensures the best possible quality of food

OTHER TASKS & RESPONSIBILITIES:

- Represents FFLC to the public with knowledge and respect.
- Upholds FFLC values of compassion, inclusion, and collaboration
- Performs other duties as requested by supervisor

SKILLS & QUALIFICATIONS:

- Minimum of two years' experience in program coordination, preferably in a non-profit setting
- Proficient at Microsoft Office software
- Excellent organizational skills
- Excellent communications 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
- Experience with volunteer recruitment and management
- 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.