



## FOOD for LANE COUNTY JOB DESCRIPTION

**POSITION TITLE:** Summer Food Program Site Supervisor  
**RESPONSIBLE TO:** Summer Food Program Manager  
**HRS PER WEEK:** 10  
**DATES OF POSITION:** June 24 – August 16, 2019  
**HOURLY WAGE:** \$11.25 per hour

**SUMMARY of POSITION:** This is a **part-time, temporary position**. Summer Food Program Site Supervisors serve free meals to children and youth ages 18 years and younger at assigned sites at a designated meal time. Meals are served according to USDA, Lane County Health and FOOD for Lane County's rules and regulations.

FOOD for Lane County manages over 40 sites in Lane County for the Summer Food program which provides children with free lunches in summer; to help bridge the gap when school is not in session. Child nutrition is important to every child's emotional, physical and mental health. By becoming a site supervisor, you can help nourish the children in our community. This is a great summer opportunity and a fun job. We welcome Site Supervisors to bring their own children along while working as long as the required job duties can still be completed.

### **PRIMARY TASKS & RESPONSIBILITIES:**

- Sets up and breaks down serving site five days a week
- Serves free meals to children and youth safely and according to USDA, Lane County Health and FOOD for Lane County's rules and regulations
- Ensures that serving site is left free of litter
- Completes and turns in all paperwork on time
- Treats all children and adults with dignity and respect
- Upholds FFLC values of compassion, inclusion, and collaboration
- Performs other duties as requested by supervisor

### **SKILLS:**

- Good organizational skills
- Good communication and problem-solving skills
- Proficient at basic math
- Ability to work independently
- Bilingual English/Spanish preferred

### **MINIMUM QUALIFICATIONS:**

- Current Oregon driver's license with good driving record, current auto insurance, and ability to use personal vehicle for business
- Ability to safely lift 40 pounds.
- Ability to pass a background check. All offers for employment are contingent on a satisfactory background check.
- Ability to obtain a current Food Handlers card by June 15<sup>th</sup>.
- Ability to commit to a M-F lunch time schedule from June 24<sup>th</sup> - August 16<sup>th</sup>.

- Over 18 years old (some exceptions may apply for non-driving positions)

- 

Please click this link, <https://foodforlanecounty.org/employment/> to download an application form or pick one up from our office at 770 Bailey Hill Rd, Eugene. Please complete the application and send with a resume by email or drop off at our front desk. Put SFP Site Supervisor in the subject line.

*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.*