

## **FOOD for LANE COUNTY JOB DESCRIPTION**

**POSITION TITLE:** Summer Food Program Assistant

**RESPONSIBLE TO:** Youth Nutrition Programs Manager

**HRS PER WEEK:** 20

**DATES OF POSITION:** May 1, 2020 - August 30, 2020

**HOURLY WAGE:** Starting at \$15.00-\$16.50, depending on experience

**SUMMARY of POSITION:** This is a part-time, temporary position. The person in this position provides support to the Youth Nutrition Programs Manager and is primarily responsible for maintaining sufficient staff for up to fifty 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 one-hundred temporary part-time employees
- Works with the Youth Nutrition Programs Manager to ensure all employees are trained to follow USDA policies and guidelines
- Ensures all Summer Food Program sites are fully staffed
- Ensures all employees and volunteers complete required paperwork 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
- Serves meals at sites and/or fill-in during Summer Food Program staffing shortages, as needed
- Tracks Summer Food Program data weekly, using a spreadsheet
- Provides feedback and assists the Youth Nutrition Programs Manager in problem-solving

### **OTHER TASKS & RESPONSIBILITIES:**

- Represents FOOD for Lane County (FFLC) to the public with knowledge and respect
- Upholds FFLC values of compassion, inclusion, and collaboration
- Assists with community outreach and advertising
- 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 and PC computers
- Excellent communication and organizational skills

- Proficient basic math skills
- 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 and independently
- Ability to effectively engage with public stakeholders, community organizations, parents and youth
- Willingness to work irregular hours and weekends when necessary
- Experience with federally funded programs is helpful
- Ability to lift up to 40 lbs. and stand for extended periods of time
- Bilingual English/Spanish skills preferred

**REQUIREMENTS:**

- Safe driving record, valid Oregon driver's license, current vehicle insurance and ability to use personal vehicle for FFLC business and qualify for insurance coverage with FOOD for Lane County's carriers
- Possess a current Food Handler's Card
- All offers for employment are contingent upon a satisfactory background check

**WORK LOCATION:** This position will have an office within one of FOOD for Lane County's locations. A work-issued laptop computer can be provided. Late June through August 30<sup>th</sup>, 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, gender identity, age, national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state or federal law.*

Updated 3/2020