POSITION TITLE: Summer Food Program Kitchen Assistant

RESPONSIBLE TO: This position reports to the Head Cook

HRS PER WEEK: 30-40 hours a week

DATES OF POSITION: June 29, 2020 – August 28, 2020

HOURLY WAGE: $12.00 per hour

SUMMARY of POSITION: This is a part-time, temporary position. The FOOD for Lane County Summer Food Program aims to provide children with nutritious meals where school meals are not available in the summer. The Summer Food Program Kitchen Support assists the Cooks and Head Cook in preparing meals for the Summer Food Program for distribution out to sites. Kitchen Support may also serve as Site Supervisors after cooking duties are completed.

PRIMARY TASKS & RESPONSIBILITIES:

- Assists in the daily preparation of equipment, supplies, and utensils needed for the program
- Follows Summer Food Program menu and associated USDA meal patterns requirements
- Assists with meal packing and preparing
- Assists Cooks and Head Cook as needed
- Helps support the work of volunteers in assisting in the kitchen
- Helps with set up and break down of the Eugene kitchen staging area as needed
- Assists with loading and unloading vehicles
- Moves equipment to and from staging area
- May help coordinate volunteers as needed, ensuring volunteer applications and hour logs are kept current
- Cleans workspaces, equipment, and supplies daily
- Maintains a professional appearance, manner, and approach while on duty
- Works in a manner that promotes a safe and sanitary environment; makes efforts to reduce safety hazards, accidents, and injuries
- Serves as a Site Supervisor as needed, after kitchen duties have been completed
- Upholds FFLC’s values of compassion, inclusion, and collaboration
- Performs other duties as requested by supervisor

SKILLS & QUALIFICATIONS:

- Some food service experience helpful
- Good communication skills
- Must be 18 years of age or older
- Possess or have the ability to obtain a current Food Handler’s Card
- 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
- Bilingual English/Spanish helpful
- All offers for employment are contingent on a satisfactory background check
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.