FOOD for LANE COUNTY
JOB DESCRIPTION

POSITION TITLE: Summer Food Program South Lane Coordinator
RESPONSIBLE TO: Youth Nutrition Programs Manager
HRS PER WEEK: 25-30 hours per week
DATES OF POSITION: June 29, 2020 – August 28, 2020
HOURLY WAGE: $13.00/hr, 7 hours per day, M-F

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 South Lane Coordinator loads a truck with food and equipment used by South Lane/Cottage Grove site supervisors, drives to the designated site, unloads and stages for sites to pick up. After meal service concludes, the driver collects all equipment, paperwork and leftover food, and returns to the kitchen.

PRIMARY TASKS & RESPONSIBILITIES:

- Loads truck with food and equipment
- Sets up and breaks down the Cottage Grove staging area five days a week, M-F
- Coordinates pick up and drop off activities
- Communicates with site supervisors about needs
- Completes and turns in all paperwork on time
- Serves as liaison between site supervisors and the kitchen
- Reports customer service and employee issues to Program Manager
- Reports maintenance and repair issues for vehicle
- Upholds FFLC’s values of compassion, inclusion, and collaboration
- Performs other duties as requested by supervisor

SKILLS & QUALIFICATIONS:

- Ability to be prompt and reliable
- Good communication skills
- Must be 18 years of age or older
- Possess a current Food Handler’s Card
- Current Oregon driver’s license with good driving record, and ability to drive rented box truck safely
- Ability to safely lift 40 pounds
- Bilingual English/Spanish preferred
- All offers for employment are contingent on a satisfactory background check

Revised 03/26/2019
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.