

FOOD For Lane County

Job Description

POSITION TITLE: Summer Food Program Assistant

RESPONSIBLE TO: Youth Nutrition Programs Manager

HRS PER WEEK: 40

DATES OF POSITION: May 1, 2021 – September 10, 2021

HOURLY WAGE: \$16-\$18 per hour, depending on experience

SUMMARY of POSITION: This is a full-time, temporary position. The person in this position provides support to the Youth Nutrition Programs Manager and is primarily responsible for maintaining sufficient staffing, training, and coordination for Summer Food Service Program meal sites throughout Lane County. The Summer Food Service Program provides meals for children June through August when the National School Lunch Program is not in service.

PRIMARY TASKS & RESPONSIBILITIES:

Pre-program (May-June)

- Recruits staff and manages the administrative process for hiring and on-boarding temporary part-time Site Supervisors and support staff
- Works with the Youth Nutrition Programs Manager to ensure all employees are trained to follow USDA SFSP and FFLC policies and guidelines
- Provides feedback and assists the Youth Nutrition Programs Manager in problem-solving
- Leads the meal site pre-program planning process including creation of materials, systems, and resources to support the daily meal site operations

Program Operations (June- September)

- Ensures all meal sites are fully staffed, and staff are well trained
- Ensures all employees and volunteers complete required program paperwork on time
- Effectively communicates with all program employees, especially the Head Cook, to ensure smooth daily program operation
- Ensures compliance with required site and monitoring visits for all meal-sites and documents corrective actions taken
- Tracks program and staffing data weekly, using a spreadsheet and paper forms
- Serves meals at sites and/or fill-in during Summer Food Program staffing shortages, as needed
- Assists Site Supervisors and Kitchen Assistants with daily meal distribution including staging coolers, documentation, and logistics
- Post-service site-supervisor and volunteer coordination including communication of program or service changes, return of program materials and forms, and organization and sanitization of supplies for next day's service

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 with Microsoft Office (Word, Outlook, and Excel) 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
- 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 and a work-issued laptop computer is provided. Late June through August, the position will be located at a rented kitchen facility.

To submit an application, send the following as PDF e-mail attachments: FFLC application, resume, and cover letter. Include both the position title and your name in the subject line of the e-mail. Applications are considered incomplete if not all items are included. Incomplete applications are not considered for employment.

Contact for applications: Rae VanZandt, rvanzandt@foodforlanecounty.org

Application period: We will start reviewing applications on April 16, 2021. The application process will remain open until filled.

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.