



FOOD For Lane County Job Description

POSITION TITLE: GrassRoots Garden Kitchen Coordinator

RESPONSIBLE TO: GrassRoots Garden Coordinator

HOURS: 40 hours/week

CLASS: Non-Exempt

SALARY: \$19.00 / Hour

BENEFITS: Eligible for select FFLC-sponsored benefits at a pro-rated rate where applicable (e.g. paid time off benefits such as holidays, floating days, vacation and sick). Health insurance benefits offered after 60 days of employment; other benefits after 90-day mutual trial service period satisfactorily completed.

SUMMARY OF POSITION: The GrassRoots Garden Kitchen Coordinator will supervise, coordinate and work with interns and garden participants in the preparation and service of full-scale vegan lunches that incorporate the fresh seasonal produce and preserved foods available each season at the GrassRoots Garden. The Kitchen Coordinator will also be responsible for coordinating and teaching food preservation and other kitchen-based workshops and classes. FOOD For Lane County's GrassRoots Garden is a 2.5-acre educational garden where participants of all ages and backgrounds work together to grow 30 -60,000 pounds of fresh fruit and vegetables annually, the majority of which is distributed to low-income households through FOOD For Lane County's network of partner agencies. Participants learn while growing, increasing their understanding of where food comes from, and their ability to raise and utilize organic produce.

CURRENTLY THE GRASSROOTS GARDEN KITCHEN IS CLOSED DUE TO THE PANDEMIC. OVERVIEW OF RESPONSIBILITIES UNTIL THE KITCHEN REOPENS:

- Assist Garden Coordinator and Assistant in all aspects of maintaining the 2.5-acre GrassRoots Garden, growing over 35 different types of crops organically, including irrigation, crop cultivation and harvesting
- Be responsible for learning and teaching garden educational formats to a broad spectrum of garden participants
- Assist and supervise participants in the Garden, working with individuals and groups, both small and large to grow food, including seeding, creating compost, bed preparation, transplanting, weeding, and harvesting
- Open and close the Garden

OVERVIEW OF RESPONSIBILITIES ONCE THE KITCHEN REOPENS:

The GrassRoots Garden Kitchen Coordinator will:

- Plan and prepare nutritious, well-balanced lunches of garden produce, preserved foods and basic staples for everyone participating in garden activities each day
- Oversee, educate and work with garden participants, including youth, and interns to assist in the preparation and serving of food. Organize and coordinate tasks for participants in the kitchen according to ability
- Schedule and coordinate food preservation and cooking workshops for the general public and Seed to Supper students
- Communicate with Master Gardeners who coordinate the Herb Garden to prioritize using fresh herbs that are available in cooking lunches
- Ensure safe food handling and proper kitchen safety practices while maintaining a clean kitchen according to Health Department requirements
- Keep adequate stock of needed staple food items and supplies
- Maintain running inventory of frozen food stored in the FOOD For Lane County (FFLC) warehouse
- Purchase supplies, if necessary, from outside sources, fill out expense reports and submit receipts

- Coordinate and schedule regular maintenance and cleaning of kitchen site and equipment
- Communicate with GrassRoots Garden Coordinator and Gardens Program Manager regarding any challenges

OTHER TASKS & RESPONSIBILITIES

- Prepare food and anticipate fluctuations based on attendance; manage time and food supply appropriately and within guidelines set by supervisor
- Record successful recipes and scale down to family size portions for distributing to garden participants and through website
- Follow FFLC policies and procedures
- Be informed about FFLC programs and services. Represent FOOD for Lane County to the public with knowledge and respect
- Actively demonstrate FFLC's values of compassion, collaboration, and inclusion.
- Attend team meetings and monthly all-staff meetings
- Work as a team with ongoing communication with all Gardens Program employees.
- Perform other tasks as requested by supervisor

QUALIFICATIONS:

- Experience in cooking and kitchen management (1-year minimum)
- Experience working with youth and community members
- Demonstrated ability to work well with diverse populations, youth and adults
- Ability to keep a high energy, positive, non-judgmental attitude at all times
- Demonstrated ability to work effectively as a member of a team and independently
- Good communication skills – written and oral, Spanish language skills desired
- Ability to cook healthy vegan food using seasonal produce
- A willingness to work on Saturdays, and have flexible start and end times to the work day (within the 40 hr./week schedule)
- Ability to maintain confidentiality
- Knowledge of safe working practices
- Possess current food handler's card; Serve Safe certification preferred
- Comfortable working in a physically demanding environment
- All offers for employment are contingent on a satisfactory background check
- Current driver's license and acceptable driving record. Must have a vehicle, and willingness to learn to drive work trucks

WORKING CONDITIONS

- Works primarily outdoors or in an outdoor kitchen in all-weather
- Performs physical labor including frequent standing, bending, stooping, kneeling, crouching, lifting (up to 40 lbs.), carrying, pushing, pulling, reaching and walking to perform cooking and gardening tasks, and operate various gardening equipment

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.