



FOOD FOR LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Meals on Wheels Kitchen Coordinator

RESPONSIBLE TO: Senior Food Programs Manager

HOURS: 30-31 hours per week, Monday – Friday 6:30 a.m. – 1:00 p.m. except furlough & meeting days

HOURLY WAGE: \$20 - \$21 per hour (Depending on experience)

CLASS: Non-Exempt

BENEFITS: Health insurance added after 60 days; other benefits added after 90-day mutual trial period completed.

SUMMARY OF POSITION: The Meals on Wheels Kitchen Coordinator will coordinate, supervise, and work with volunteers to safely portion and pack meals for the Meals on Wheels (MOW) program. MOW mobilizes volunteers to deliver hot meals at lunchtime to seniors and people with disabilities in their homes. The coordinator will work with volunteers to portion approximately 300 meal trays for delivery each day. This position does not include designing menus or planning meals.

PRIMARY TASKS AND RESPONSIBILITIES:

MEALS ON WHEELS KITCHEN

- Oversees operation of Meals on Wheels kitchen activities
- Ensures safe food handling and proper kitchen safety practices while maintaining a clean kitchen according to Health Department requirements. Adheres to all applicable federal, state, and Oregon Food Bank regulations regarding food safety, storage, and handling
- Oversees the packaging, preparation and serving of food, ensuring the safe use of equipment and the safe and sanitary handling of food
- Inventories food deliveries from food service provider
- Checks portioning and sealing of containers
- Keeps daily records of menus, menu feedback, inventories, and temperature control for weekly reporting
- Plans ahead for each day's packing variables
- Orders paper goods and packaging materials
- Supervises and assists with clean-up of the kitchen including washing dishes, mopping, and putting equipment away
- Assists with sanitization of returned MOW delivery equipment
- Stocks and rotates freezer meal inventory
- Updates and maintains relevant instruction manuals and training documents using word processing program such as Microsoft Word

KIBBLE ON WHEELS

- Trains and oversees volunteers in the repackaging of pet food
- Runs errands related to Kibble on Wheels program such as shopping

VOLUNTEER COORDINATION

- Supervises volunteer crews, oversees the safe use of equipment, training volunteers to ensure the safe and sanitary handling of food, maintaining a clean and sanitary kitchen
- Organizes and coordinates tasks for volunteers in the kitchen according to their abilities
- Personable, courteous, polite communication with volunteers
- Promotes retention of volunteers through building relationships, trust, and respect
- Addresses volunteer concerns and responds to feedback

OTHER TASKS & RESPONSIBILITIES:

- Be informed about FOOD For Lane County's (FFLC) programs and services
- Represent FFLC to the public with knowledge and respect
- Work as a team with ongoing communication with all MOW program employees
- Perform other tasks as requested by supervisor. Examples include but not limited to– deep cleaning projects, shopping, going to the car wash, delivering volunteer fliers, client phone calls, etc.
- Delivers food to Meals on Wheels clients in emergency situations
- Maintains neat and clean personal appearance by Oregon Health Department standards
- Attends the following regularly scheduled meetings and other meetings as necessary including: Monthly All Staff meetings; Monthly Senior Food team meeting; and Individual Check In meetings
- Follows FFLC policies and procedures

SKILLS & QUALIFICATIONS:

- Experience in Food Service, 1 year minimum preferred
- Experience coordinating volunteers
- Demonstrated ability to work well with diverse populations
- Ability to work a flexible work schedule
- Ability to keep a high energy, positive, non-judgmental attitude at all times.
- Must be patient, and possess good interpersonal skills
- Ability to provide excellent customer service to volunteers. Ability to establish and maintain effective working relationships with volunteers, staff, and vendors
- Ability to follow standard procedures
- Flexible and able to adapt to new processes and situations. Strong problem-solving skills and ability to come up with creative solutions when faced with new situations
- Computer proficiency, including Microsoft Office suite of programs, and Outlook calendar and email system

REQUIREMENTS:

- Possess current food handler's card
- Possess Serve Safe Manager certification or willingness to obtain within 6 months of hire
- Safe driving record, valid Oregon driver's license, reliable transportation, current vehicle insurance and ability to use personal vehicle for FFLC business (mileage reimbursement is available) and qualify for insurance coverage with FOOD for Lane County's carriers
- All offers for employment are contingent on a satisfactory background check

WORK ENVIRONMENT AND PHYSICAL DEMANDS: This work is performed in a variety of both indoor (office, warehouse, kitchen, industrial freezer, client's home), outdoor, and vehicle settings. This work is performed year-round and requires the ability to withstand extreme temperatures, cold/hot, and occasionally work outdoors in all weather conditions. This role requires the ability to safely **lift up to 50 pounds repeatedly**, and stand for long periods of time. The work involves lifting, bending, twisting, reaching, walking, carrying, as well as, pushing and pulling carts, moving pallets, and transporting food and carts in and out of industrial freezers, as well as working at a computer, typing, answering phones, etc.

NOTE: *Job descriptions are not intended to be and should not be construed as exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of principal job elements essential for making fair pay decisions about jobs.*

Reasonable Accommodations: *Food for Lane County, complies with federal, state, and local laws regarding reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Sue Slaughter-Nichols, HR Director, 541-343-2822 x 149, sslaughternichols@foodforlanecounty.org*

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.

I have read the position description and acknowledge my understanding of the duties and responsibilities in the job description.

Employee Signature:

Date:

Manager Approval:

Date:

HR Director:

Date: