

FOOD FOR LANE COUNTY JOB DESCRIPTION



POSITION TITLE: Summer Food Program Assistant
RESPONSIBLE TO: Youth and Family Programs Manager
HRS PER WEEK: 40
DATES OF POSITION: April 22, 2024 – August 30, 2024
HOURLY WAGE: Starting at \$21

BENEFITS: Eligible for FFLC-sponsored benefits (e.g. paid time off benefits such as holidays, floating days, vacation and sick). Health insurance benefits offered the first of the month after 30 days of employment; other benefits after 90-day mutual trial service period satisfactorily completed.

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

PRIMARY TASKS & RESPONSIBILITIES:

Pre-program

- Recruit staff and manage the administrative process for hiring and on-boarding temporary part-time Site Supervisors and support staff
- Work with the Youth and Family Programs Manager to ensure all employees are trained to follow USDA, SFSP and FFLC policies and guidelines
- Provide feedback and assistance to the Youth and Family Programs Manager in problem-solving
- Lead 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)

- Ensure all meal sites are fully staffed, and staff are well trained
- Ensure all employees and volunteers complete the required program paperwork on time
- Effectively communicate with all program employees to ensure smooth daily program operation
- Ensure compliance with required site and monitoring visits for all meal-sites and document corrective actions taken
- Track program and staffing data weekly, using a spreadsheet and paper forms
- Serve meals at sites and/or fill-in during Summer Food Program staffing shortages, as needed
- Assist Site Supervisors and Kitchen Assistants with daily meal distribution including packing and 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:

- Represent FOOD For Lane County (FFLC) to the public with knowledge and respect
- Uphold FFLC values of compassion, inclusion, and collaboration
- Assist with community outreach and advertising
- Occasional public speaking and communication with media
- Engage in ongoing program planning
- Perform 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
- Possess a current Food Handler's Card or willingness to obtain one in first 2 weeks
- All offers for employment are contingent upon a satisfactory background check

WORK LOCATION: This position will work within one of FOOD For Lane County's locations. A work-issued laptop computer can be provided. Late June through August, the position will be located at a rented kitchen facility.

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 FFLC Human Resources 541-343-2822.

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.