



Position Title: Meal Coordinator

Classification: Part-time, 19.5 hours/week

Supervisor: Operations Manager, Tori Wild

About Family Kitchen:

Family Kitchen's mission is to provide nutritious food to anyone in need in a safe and caring environment. Since 1986, we've been providing meals to our neighbors in Central Oregon. Today, we provide over 12,000 meals per month and rely on the help of over 1,000 volunteers to make it happen. We're proud to be a part of this wonderful community made up of staff, volunteers, and diners.

Position Summary:

Meal Coordinators report to the Operations Manager who, in turn, reports to the Executive Director. Meal Attendant work hours on-site will include:

- Sundays, 9 AM - 5 PM
- Mondays, 7:30 AM - 1 PM
- Tuesdays, 4 - 7 PM
- Wednesdays, 10 AM - 5 PM
- Thursdays, off
- Fridays, bi-monthly mandatory 1 hour meeting (can attend in person or virtually)
- Saturdays, off

This is a part-time, hourly position totalling 19.5 hours / week.

Duties and Responsibilities:

Meal Attending - Kitchen Responsibilities

- Arrives at shift prepared to plan a menu for the day using donated and available ingredients (Sundays & Mondays)
- Leads prep and cooking for meals serving up to 250 people
- Manages time effectively by having meals ready 15 minutes before open
- Responsible for maintaining a clean and safe environment for all volunteers and diners.
- Maintains Health Department standards (and ensures volunteers are as well)
- Responsible for meal quality and quantity
- Maintains refrigerator and freezer records

Meal Attending - Floor/Reporting Responsibilities

- Assists diners with finding various items we have in stock
- Observes dining room and parking lot regularly for disruptions to safety
- Calms uprisings, is prepared to call non-emergency or emergency line and know which is which
- Keeps the property free from trash
- Reports any misuse of the dining room or incidents requiring the involvement of law enforcement or other extraordinary measures via an incident report form
- Communicates via email with FK staff about diners, leftovers, maintenance needed, and more.

Volunteer Supervision

- Orients new volunteers
- Assigns tasks to volunteers, and ensures tasks are completed correctly
- Provides a welcoming atmosphere for volunteers during prep times
- Assists volunteers with cooking, prep, dishwashing, cleaning, and stocking
- Informs Volunteer Coordinator of the need for additional volunteer support
- Supervises and tracks hours of Community Service Workers

Knowledge, Skills, and Abilities Required:

- Represents the Family Kitchen program and mission to the community in a professional manner
- Demonstrates effective culinary skills in producing meals in bulk
- Demonstrates innovation and creativity with meal planning by using donated ingredients
- Demonstrates excellent oral, written, and interpersonal skills
- Demonstrates ability to establish and maintain effective communication with a wide and diverse range of people and organizations
- Demonstrates ability to work with empathy and compassion toward others
- Demonstrates proven leadership skills
- Demonstrates ability to work independently and collaboratively and accept direction from the Operations Manager

Minimum Qualifications:

- Kitchen or restaurant experience
- Basic computer skills
- Possess or have access to reliable transportation
- Possesses or has the ability to obtain a Food Handler's license
- Ability to lift objects weighing up to 50 pounds

Other Qualifications/Experience Considered:

- History of volunteering (especially at Family Kitchen)
- Lived experience of homelessness or food insecurity
- Experience serving or working with under-resourced communities
- Ability to work occasional on-call shifts in Sisters or Redmond

Compensation:

\$16-\$18 per hour depending on experience

Employees are welcome and encouraged to eat during shifts

This role is not eligible for health insurance or 401K benefits. It is eligible for PTO and holiday pay.

