



Title: Summer Meals Assistant
Department: Hunger Response & Volunteer Departments
Supervisor: Meal & Nutrition Programs Manager
Dates & Hours: 6/15/22 – 8/12/22 (Closed July 4th), Monday – Friday, 8:00am – 2:00pm
Pay Rate: \$18.60/hour

Share's Mission Statement: Share believes every person counts. Together we pursue a stronger community by building relationships, advocating for equitable access to housing and food stability while empowering every individual to grow and thrive.

Share's commitment to diversity, equity, and inclusion: To promote a culture of diversity, equity, and inclusion for all staff, volunteers, and clients at Share by identifying strengths, issues, and opportunities within the agency. Using an inter-sectional approach with a focus on racial inequalities, collaborative education will be used to support necessary growth and change.

Job Summary

Food is incredibly important for a developing child or teen, and yet over 20,000 children in Clark County are considered food insecure (they do not know when or where their next meal is coming from). Research shows that receiving free or reduced-price meals reduces food insecurity, obesity rates, and poor health in children. Summer Meals is a federally funded, state-administered program that reimburses providers who serve free healthy meals to children & teens when school is not in session. The goal of the program is to give all children 18 and under access to nutritious meals in low-income areas while they do not have access to free/reduced school meals.

The Summer Meals Assistant is responsible for assisting in the kitchen, managing meal distribution, delivering meals as needed, visiting sites to pick up paperwork, and assisting with site monitoring. This position reports directly to the Meal & Nutrition Programs Manager and works closely with the Summer Meals Kitchen Coordinator. This position involves driving to multiple locations.

This position is temporary, part-time, and non-benefited.

Summary of Essential Job Functions and Responsibilities

- Provide on-site assistance for Share's Summer Meals Program to the Kitchen Coordinator and Hunger & Nutrition Programs Manager.
- Attend SFSP Site Supervisor training prior to the position's start date.
- Effectively build and maintain positive relationships with Share's volunteers, staff, and partner organizations.
- Data entry, reporting and paperwork, as necessary.

- Assist the Hunger & Nutrition Programs Manager in monitoring meal sites and ensuring that all program requirements as well as appropriate Share and Washington State health standards and sanitary guidelines are met.
- Assist in preparation and packing nutritious meals in compliance with program guidelines and prepared menus.
- Delivery of sack lunches to meal sites if volunteers are unavailable.
- Assist with the activities of Summer Meals Volunteers; this program utilizes a primarily volunteer staff.
- Perform related duties as assigned.

Minimum Requirements

- 18 years or older
- A reliable vehicle, valid driver's license, and proof of insurance
- Ability to work in Microsoft Word and Excel
- Must display an ability to build relationships with a variety of personality types and be an effective communicator
- Ability to maintain a strong relationship with all of our volunteers
- Volunteers are the backbone of the Summer Meals program. We rely on multiple volunteers throughout the day to feed our community. Staff members are expected to engage with volunteers, make them feel valued and welcomed, and provide volunteers with duties to help with meal prep and distribution.
- Possess or be able to obtain a Food Handler's Card
- Possess or be able to obtain CPR and Basic First Aid certification

Abilities Required

- The nature of the work involves food preparation in the kitchen and standing, walking, lifting, and carrying, as well as possibly working in unconditioned air temperatures.
- Occasional first aid may involve exposure to blood and other bodily fluids.
- No vacation time will be given for the duration of this temporary employment.
- The Summer Meals Program Kitchen Coordinator must be able to lift a minimum of 50 pounds.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.