



Title: Summer Meals Kitchen Coordinator
Department: Hunger Response & Volunteer Departments
Supervisor: Meal & Nutrition Programs Manager
Dates & Hours: 6/15/22 – 8/12/22 (Closed July 4th), Monday – Friday, 7:30am – 2:30pm
Pay Rate: \$24/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 Kitchen Coordinator is responsible for providing safe and nutritious meals in accordance with Summer Food Service Program (SFSP) regulations as well as Public Health Food Safety rules. Additionally, this position will keep accurate records and statistical information necessary to maintain and evaluate the program. This position reports directly to the Meal & Nutrition Programs Manager. This position may involve driving to multiple locations.

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

Summary of Essential Job Functions and Responsibilities

- Provide on-site kitchen and volunteer management for Share's Summer Meals Program. Provide menu planning and food ordering assistance to Hunger & Nutrition Programs Manager.
- Adapt nutritious menus to utilize available food supplies and optimize food budget and provide a twice weekly list of necessary food items to be ordered.
- Prepare, pack and serve a nutritious sack lunch in compliance with program guidelines and prepared menu with the help of multiple volunteers.

- Coordinate the activities of Summer Meals Program Volunteers; this program utilizes a primarily volunteer staff.
- Maintain accurate records, reporting and monitoring as instructed by the guidelines of SFSP and Share's requirements, including daily production and monitoring records.
- Ensure the safety and cleanliness of the kitchen and related facilities. Comply with all appropriate health standards and related Share and Washington state sanitary guidelines.
- Work with the scheduled volunteers to ensure safe delivery of sack lunches to participating sites. If volunteers are unavailable or unable to drive lunches to children at off-site locations, this position may be responsible for transporting those lunches and maintaining appropriate temperatures during transport.
- Effectively build and maintain positive relationships with Share's staff, volunteers, and partner organizations.
- Perform related duties as assigned.

Minimum Requirements

- A reliable vehicle, valid driver's license, and proof of insurance
- Kitchen experience
- Knowledge and ability to adhere to SFSP program requirements and guidelines
- Must display an ability to build relationships with a variety of personality types and be an effective communicator to volunteers and staff
- Possess or be able to obtain a Food Handler's Card from Washington State
- 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.