

**Des Moines Area Food Bank**  
**JOB DESCRIPTION**

**JOB POSITION: Meal Programs Manager**

**SUMMARY OF POSITION:** The Meal Programs Manager will be responsible for year-round food preparation, delivery and service. This position will work with both our Summer Meals Program and our After-School Meals Program. The primary goal of the Summer Meals Program is to feed children and teens that do not have access to enough food when school is out for the summer. The After-School Meal Program provides free suppers and/or snacks to kids and teens at partner site locations.

**SCHEDULE:** 40 hours per week in the summer (June-August) with approximately 25-30 hours per week (Mon-Fri) during the school year with other opportunities for expanded hours

**LOCATION:** Des Moines Area Food Bank  
22225 9<sup>th</sup> Ave S.  
Des Moines, WA 98198

**KEY DUTIES & RESPONSIBILITIES:**

- OVERSEE SUMMER MEALS PROGRAM CREW
  - Coordinate and delegate responsibilities of meal preparation, meal service, and food delivery to summer meals sites.
  - Assist with the set-up and daily logistics of operating 20-25 summer meals sites
- OVERSEE AFTER-SCHOOL MEAL PROGRAM
  - Coordinate and assist in the daily production of meals for After-School Meal Program sites.
  - Oversee the set-up and daily logistics of operating 2-5 daily meal sites through partner organizations.
- RECEIVE AND DOCUMENT PROGRAM FOOD
  - Receive food and track inventory.
  - Ensure receipts and proper meal service documentation is maintained.
- FOOD PREPARATION
  - Assist with menu planning.
  - When needed, prepare, deliver and/or serve lunch at meal sites.
- PROGRAM DATA
  - Track client's usage.
  - Help prepare monthly program report.
- OTHER DUTIES
  - Assist with food pick-up as needed.
  - As assigned.

**LEVEL OF SUPERVISION:**

- The Meal Programs Manager will work with the Youth Programs Coordinator and Food Bank Directors to supervise the Summer Meals Program Crew and Food Bank volunteers. During the school-year, the Meal Programs Manager will supervise Food Bank volunteers helping with after-school meals.

**EXPERIENCE REQUIRED:**

- Must be 18 years of age or older.
- Experience and ability to work well and engage with children and adults as a representative of the Des Moines Area Food Bank.
- Experience in developing new programs.
- Basic knowledge of Spanish or another foreign language helpful.

- Can be extremely flexible in daily tasks and team work.
- Has worked with diverse populations.
- Must be able to obtain a Food Handlers Permit. To go through course please visit [www.foodworkerscard.wa.gov](http://www.foodworkerscard.wa.gov) and have debit card ready for \$10.00 fee, which can be reimbursed by the food bank.
- Have a sense of humor.

### **EDUCATION/LICENSES/CERTIFICATION/FORMAL TRAINING:**

- B.A. or some college education preferred.

### **ESSENTIAL ABILITIES:**

- Read, write and understand the English language
- Excellent communication and organizational skills with basic computer knowledge.
- Ability to work with the public, staff, and volunteers of all ages in a professional manner.
- Ability to work with others in close quarters at a brisk pace in a cooperative spirit.
- Ability to be self-directed and work independently.
- Excellent customer service skills
- Possession of a valid Washington State Driver License, auto insurance and a clean driving record preferred.

### **PHYSICAL REQUIREMENTS:**

These physical requirements are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to ensure people with disabilities to perform the described essential functions.

- Lifting up to 30 lbs. + repetitively. Lifting involves a full range of motion from the floor to above the head.
- Walking, standing, and sitting frequently
- Stretching/Reaching, Hand/Finger dexterity, Stooping (bend at waist) frequently

### **WORKING ENVIRONMENT**

- Most work to be performed indoors in the food bank or the on-site kitchen. Other work performed outside at various Summer Meals locations throughout Des Moines, SeaTac, and Burien.

### **COMPENSATION**

- Pay DOE, minimum pay of \$17/hour

Des Moines Area Food Bank is an equal-opportunity employer. The food bank does not tolerate discrimination of any type, and offers equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, age, disability or medical condition, sexual orientation, marital status, veteran status or any other considerations made unlawful by Federal, State or local laws. Des Moines Area Food Bank is an at-will employer.

**If you are interested in applying for this job opportunity please send your cover letter and resume to: [dmafb@hotmail.com](mailto:dmafb@hotmail.com).**