

DES MOINES AREA FOOD BANK
SUMMER MEALS PROGRAM COORDINATOR

GOALS AND OBJECTIVES

The Summer Meals Program Coordinator will be responsible for Summer Meals food preparation, delivery, service and record keeping. Reports to the Executive Director.

DAYS AND HOURS

The Summer Meals Program Coordinator will work Monday-Friday, from 8:00 – 4:00 (40 hours per week) during the Summer Meals program (mid-June – 1st week of September).

RESPONSIBILITIES

RECEIVE AND DOCUMENT PROGRAM FOOD

- Receive food and track inventory
- Ensure receipts and food inventory documents are maintained
- Ensure detailed meal production records are kept

FOOD PREPARATION

- Assist with menu planning, making sure meals meet Summer Food Service Program (SFSP) requirements
- Coordinate meal preparation, delivery and service
- Manage volunteers and summer meals staff

PROGRAM DATA

- Track service numbers by meal-type and site
- Help prepare monthly program report

OTHER DUTIES

- Assist with food pick-up as needed
- As assigned

QUALIFICATIONS

- Remains calm under pressure
- Can handle multiple details and complicated logistics
- Valid WA State drivers license and clean driving record
- Must be 18 years of age or older
- Able to work with diverse populations
- Food Handler's Permit Required (www.foodworkercard.wa.gov, \$10 fee will be reimbursed)
- Ability to work independently and as a team member
- Sense of humor
- Basic knowledge of Spanish helpful

Priority will be given to applicants with experience working with children, basic knowledge of Spanish, and/or meal preparation. B.A., some college education or team management preferred. Equal Opportunity Employer.

Please submit resumes and a cover letter outlining your qualifications for this position via email to dmafb@hotmail.com Resumes will be accepted until the position is filled. Application by June 9 is encouraged. Please understand that due to the high volume of applicants, phone call inquiries will not be able to be returned. Hourly rate \$18-20/hour DOE.