



Lead Meal Site Coordinator

Job Summary: Franklin County Community Meals Program (FCCMP) is seeking a part time Lead Meal Site Coordinator

Compensation: This is a part time 12-15 hours per week, with a pay rate of \$18.00/hour

Franklin County Community Meals Program (FCCMP) is a 501c3 non-profit whose mission is to work in partnership with the community to alleviate hunger. FCCMP programs include 4 free community meal sites in Greenfield, Turners Falls, Orange, and Northfield, the Orange Food Pantry, and monthly Mobile Food Bank in Turners Falls. FCCMP's vision is to foster an empowered community who work together to address food insecurity, while building systems and infrastructure to holistically address hunger. FCCMP values the inherent dignity and worth of each person, while building a community that is inclusive, formed in mutual respect and motivated by the power of collaboration. By uplifting and strengthening one another, we endeavor to dismantle barriers to food resources and build food security for all.

Job Function:

- Ensures with the Kitchen Coordinator all aspects of the kitchen including food planning, purchasing, preparation, portioning and cleaning at meal site
 - Effectively train, supervise and work with volunteers to ensure that safe food handling procedures are followed in order to provide healthy, safe food for meal site visitors
 - Plan and order food in advance of service, maintaining inventory and use of backstock
 - Lead and oversee preparation, cooking and/or reheating of food, following all food safety guidelines
 - Ensure all cold food stored on site is labeled, dated and stored appropriately before end of each shift
 - Oversee setup and break down of the site including clean up, site is left as it was found
 - Discuss with the FCCMP Executive Director guideline changes/improvements as needed.
 - Work with FCCMP staff and Food Bank of WMA to source and purchase food.
 - Submit monthly menu by the 15th of the previous month to Executive Director or designee for posting on social media
- Supplies and Data
 - Ensures data collection at meals site and submits data to the Food Bank of Western MA by the 10th the following month.
 - Inventory and maintain a supply of needed paper and meal service supplies at the meal site.
 - Inform FCCMP Program Coordinator when meal service supplies are needed and pick them up as needed.

- Organization of Site
 - Ensure cleanliness and order of the meal site location and all FCCMP storage areas.
 - Ensure all Food Bank, Serve Safe and site location policies are being followed regarding storage of food and cleanliness of facility
 - Keep all FCCMP materials neatly organized at the meal site.
 - Coordinate the laundering of tablecloths, aprons, hot pads and towels as necessary. Costs for laundry may be reimbursed; note reimbursement request on bi-weekly time sheet.
- Meal site scheduling of volunteer groups for the meal site. Duties to include:
 - Create and maintain an ongoing schedule for meals including engaging and scheduling volunteer groups.
 - Stay in contact with volunteer groups leading up to their meal date and answer any questions about their meal they may have.
 - Provide information as needed to the meal site host about volunteer groups and the schedule for the meal site.
 - Maintain and update a list of meal provider coordinators with their phone numbers and email addresses in Google Drive.
- Other
 - Obtain/Maintain ServSafe Certification
 - Work independently with limited direction and with good humor and respect while managing a range of volunteers with different personalities and different food handling experiences including providing instruction, direction and structure in the kitchen
 - Effectively work with staff, personnel or representatives of the meal site location .
 - Maintain contact with Executive Director and other staff as need by email and phone
 - Work to improve practices, policies and procedures including but not limited to including quality of food, enhancing accessibility, etc.
 - Ensure respect, integrity and inclusivity are present in every action, communication or behavior when working and representing FCCMP. While working for FCCMP, staff are representing the values of FCCMP.

Knowledge and Abilities Needed

- Must be knowledgeable of principles of good nutrition and food preparation and service.
- Must follow proper food handling, safety and sanitation standards and techniques
- Must complete accurate inventory and record-keeping procedures
- Must be able to analyze interactions among and between guests accurately and adopt an effective course of action to ensure they remain positive and respectful
- Must have driver license and reliable transportation
- Must be able to lift up to 40 pounds and navigate entire site including stairs
- Must be comfortable with computers including email and spreadsheets

Compensation

- FCCMP will pay for ServSafe Certification, if needed
- Payroll is paid every other week. Time cards must be completed and sent to the executive director every other Friday by 5pm, Monday 10 am at the latest.
- Pay of 16.50. Up to 12-15 hours per week
- Pay is to be direct deposited.

- Additional responsibilities may require additional work hours. These must be agreed upon with the executive director prior to them being incurred.

Terms of employment

- Employee performance reviews will be done by the executive director annually.
- If any review necessitates changes, a performance improvement plan will be instituted by the executive director and followed up by the employee and the executive director.
- Maintain email correspondence with FCCMP staff and executive director
- Attend supervision meetings as needed with executive director and attend staff meetings when scheduled
- The Coordinator is an At Will position and may be terminated by the employer (FCCMP) with written notice.
- Employee must give employer two weeks' notice in writing if leaving this position.