

Meal Site Coordinator

Franklin County Community Meals Program

Company Description:

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 a 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 Description:

Franklin County Community Meals Program seeks a dynamic, community-oriented Meal Site Coordinator with strong leadership skills to join our Greenfield Community Meal Site. Every Tuesday and Wednesday the Meal Site Coordinator will work alongside individual volunteers and/or volunteer groups to plan, prepare, and serve a meal to our neighbors in need. This is a unique opportunity in a non-profit commercial kitchen for the benefit of all, regardless of income level or background.

Job Responsibilities:

- Menu planning
- Follow proper food handling, safety, and sanitation standards and techniques
- Train, and manage volunteers; providing instruction, direction, and structure with good humor and respect
- Purchasing of ingredients from multiple vendors, integrating donated food when possible
- Complete accurate monthly inventory and record-keeping procedures
- Ensure all Food Bank, Serv-Safe and site location policies are being followed regarding storage of food and cleanliness of the facility
- Complete Serv-Safe training (FCCMP will pay for certification, if needed)
- Ability to lift up to 40 lbs and navigate site including stairs

The ideal candidate:

- Has experience in catering and/or contexts that prepare large volumes of food
- Has experience in a commercial kitchen
- Has knowledge of the principles of good nutrition, food preparation, and service.
- Has strong leadership skills and embraces taking initiative
- Embraces teamwork among a small, dedicated, flexible and growing team
- Embraces welcoming, orienting and managing volunteers as a key part of their role
- Is comfortable managing multiple priorities
- Demonstrates strong problem solving and decision making skills
- Shares the vision of working in partnership with the community to alleviate hunger.

Part-time (18-20hrs/wk) at \$18/hr