

PARISH: St. Leo Food Connection TITLE: Children's Feeding Programs Coordinator

NAME: REPORTS TO: Director Food Connection

DATE: GRADE: Z1- (Hourly)

I. POSITION PURPOSE

Plans and Oversees Food production and delivery of nutritious meals for students in Tacoma, Clover Park, and other school districts. Coordinates our Children's Feeding Programs, which include our Summer Meals, After-School Snack, Break Bag and Backpack Programs, all of which provide free food to children at-risk of hunger. Works with other Food Connection staff, program volunteers and community partners for the respective programs. Supervises food preparation and delivery support.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Plans menus, selects, and purchases food from multiple sources maintaining or improving cost per student meals per week. Assures meal packaging and storage are within food safety guidelines. Supervises day-to-day Children's Feeding operations. May assist with delivery to schools and other sites.
2. Assures Children's Feeding program operates within monthly and annual budget, and meets highest level of student commitment objectives.
3. Work with Food Connection Volunteer Coordinator to:
 - Recruit, train and supervise program volunteers
 - Update Volunteer Manual as needed throughout the year
 - Maintains Children's Feeding Volunteer Database
4. Assures meal delivery either to site coordinators, or individual children, assuring evaluating and tracking meals on OSPI forms is accurate
5. Performs other duties as assigned.

III. Essential Qualifications

1. Experience working or volunteering in youth ministry, elementary, middle, or high school education, or social development programs with children and youth.
2. Experience in recruiting, orienting, training, and supporting volunteers.
3. Strong verbal and written communication skills and proficiency in ethical and educational use of social media.

- a. Prefer ability to communicate in Spanish or other foreign language at a basic level.
4. Ability to manage a program, including planning, scheduling, managing a budget, executing a plan and practice continuous quality and process improvement.
5. Ability to solve problems, make sound decisions, and organize events.
6. **Certifications & Trainings**
 - a. Current State of Washington Food and Beverage Service Worker's Permit required.
 - b. Required to attend training through the Washington State Office of the Superintendent for Public Instruction on federal children's feeding program requirements and Washington Food Coalition Annual Conference.
7. **Other Elements**
 - a. Must possess valid Driver license and provide other documentation consistent with HR 16 of the Parish Human Resource Manual of the Archdiocese of Seattle to qualify as a driver.
 - b. Must be able to lift thirty (30) pounds, use a pallet jack, drive a cargo van and 14-foot box truck (frequently).
 - c. Must consistently demonstrate respectful, friendly demeanor.
 - d. Must have the ability to maintain working relationships with children, parents, and staff.
 - e. Excel, PowerPoint, Word (computer used daily)

Additional Information

1. Full-Time: 40 hours per week, available for scheduled work Monday-Friday 8:00 am-5:00 pm
2. Compensation Competitive in the non-profit food-bank market. Competitive Benefits

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