



Job Description

Job title: Meals Volunteer Coordinator
Department: Senior Nutrition Program
Reports to: Senior Nutrition Program Manager
FSLA Status: Non-Exempt

General Description

Meals Volunteer Coordinator is responsible for recruiting, supervising, supporting and acknowledging Meal Site Coordinators, Meal Handlers, Meal Site Coach and volunteers at partner sites in Alameda County. Responsible for training this team to create and maintain a welcoming, safe environment at all partners sites while ensuring compliance with all regulations.

Primary Responsibilities

Volunteer Coordination

- Recruit, retain and recognize volunteers
- Supervise and train Site Coordinators, Meal Handlers and Meal Site Coach

Site Support

- Support all of the Senior Meal Program partner locations in providing a successful, friendly, hygienic lunch site for the senior meal program
- Work with partner sites to meet program goals of meals and seniors served
- Ensure sites are compliant with paperwork
- Ensure regulatory compliance in food handling and safety
- Follow all Hazard Analysis Critical Control Points (HACCP) principles
- Follow all ServSafe principles in food safety management and sanitation guidelines for facilities and equipment
- Inspect meals and assure that standards for appearance, palatability, temperature and serving times are met
- Act as primary contact between Spectrum and partner sites

SNP Program Support

- Perform outreach activities for nutrition programs
- Assist in locating places to publicize nutrition programs
- Make flyers, brochures and advertisements
- Assist with site monitoring to ensure proper food handling and safety standards
- Assist in fundraising activities
- Assist in social media presence
- Data entry of program information
- Substitute for Delivery Driver and/or other positions when needed
- Perform other duties as assigned

The minimum qualifications, dress code, physical demands and work environment characteristics described below are representative of those that must be met or will be encountered by an employee while performing the primary responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

Qualifications

- High School Diploma required
- Associates or Bachelor's degree preferred
- Background in food services required
- One year of supervisory experience preferred
- Skills in motivating, coaching and supervising
- Experience in marketing, advertising and communications desirable.
- Proficient to excellent computer skills (ie: Outlook, Word, Publisher, Excel, Google Suite)
- Proficient use of social media and Internet
- Culinary math skills
- Must be able to read, speak and write English fluently; Bilingual preferred (Spanish, Mandarin, Cantonese)
- Ability to follow verbal and written directions in English
- ServSafe Manager Certification, or become certified within 6 weeks of hire. Responsible for keeping current
- Must have own transportation for use on the job, valid California Driver's License, Auto Insurance and DMV record that is acceptable to Spectrum and Spectrum's Insurance carrier

Dress Code

All ServSafe rules must be followed including:

- Fingernails are to be kept short. No false nails, nail polish, or false eyelashes allowed.
- No jewelry, such as necklaces, dangling earrings, watches, or bracelets.
- Only jewelry exceptions are plain metal band rings and small stud earrings.

Physical Demands

- This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying and relocating 50lbs
- Finger Dexterity for activities such as typing, use of the computer mouse, computer usage, recording money, grasping, repetitive motions
- Vision abilities required include close vision, distance vision and ability to adjust focus

Work Environment

- The work is performed indoors and outdoors.
- Daily travel in Alameda County required.
- Noise level varies with sites and may be loud at times when working at the kitchen due to the use of the equipment
- The office environment is temperature controlled. Able to withstand extreme temperatures, hot and cold at other locations

General Competencies

Interpersonal

- Strive for improvement in self and for Spectrum; make recommendations for improvements
- Respond timely to requests for information, service and assistance
- Demonstrate a positive and productive attitude; have an open mind and be objective, trustworthy, honest and ethical
- Maintain a high level of professionalism and confidentiality
- Treat each Spectrum employee/manager as if they were an internal customer

Organizational

- Use and conserve organizational resources efficiently and effectively
- Prioritize and plan work activities
- Demonstrate consistency, reliability, accuracy and thoroughness
- Show respect and sensitivity toward cultural differences
- Promote a harassment and discrimination free environment
- Follow or exceed organizational standards
- Adhere to company policy and procedure; support Spectrum's goals and values

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.