



ROGUE VALLEY COUNCIL OF GOVERNMENTS

Meal Site Coordinators - Nutrition Program

Job Announcement

ABOUT THE POSITIONS

The Rogue Valley Council of Governments is seeking two Meal Site Coordinators for our Nutrition Program's **Central Point and Jacksonville Food & Friends locations**. Each Meal Site Coordinator will oversee the activities of one of the sites, including Meals on Wheels home delivery services, to provide meals to senior citizens and eligible adults with disabilities. The Meal Site Coordinator will also coordinate all site activities, including recruiting meal site volunteers, training and scheduling all volunteers, maintaining accurate records, and community relations, and oversee and participate in serving and packaging of lunch for program participants.

Hours: Part-time, 20 hours per week, Monday through Friday, 8 am to 12 pm.

Starting Salary: \$10.43 - \$10.76 per hour, depending on experience. Top of range is \$11.76 per hour.

Benefits: Holiday, vacation, and sick pay.

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** Completion of high school or equivalent.
- **Experience:** A minimum of 1 year of experience in food preparation or coordination of food services.
- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.
- **Special Requirements:** Must have or have the ability to obtain an Oregon driver license or have immediate point to point transportation available, pass a Criminal History Background Check, have access to a vehicle, and have or be able to obtain an Oregon Food Handler Card.

APPLICATION PROCESS

For application instructions, please see the Employment page at www.rvcog.org. A cover letter, current resume, and completed RVCOG Employment Application are required to apply for these positions. **Please indicate which meal site location you are applying for on your application.**

These positions will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the positions will be filled when suitable candidates are identified, and applications will be considered as they are submitted.

