



Meal Site Coordinator I RVCOG Nutrition Program



The Meals on Wheels and Senior Meals Program Serving Jackson and Josephine Counties

Food & Friends is seeking to fill a part-time Meal Site Coordinator I position in Eagle Point

WE ARE LOOKING FOR AN AMAZING PERSON WHO:

- Is looking for rewarding, part-time work with a steady weekday schedule
 - Enjoys working with seniors and adults with disabilities
- Is passionate about providing outstanding customer service with professionalism and a positive attitude
 - Has the ability to recruit, train and supervise volunteers
 - Has food service/food handling experience

ABOUT FOOD & FRIENDS

Food & Friends is the only Meals on Wheels program serving Jackson and Josephine Counties. We deliver meals to the homes of seniors and eligible adults with disabilities who are unable to shop or prepare meals due to illness, injury, or disability. In addition to the meals we serve, our service provides vital social contact and a regular safety net check to recipients of our meals.

- Food & Friends serves an average of 1,000 meals each day and 235,000 per year in Jackson and Josephine Counties.
- Over 200,000 meals were delivered directly to homebound seniors and adults with disabilities. 30,000 additional meals were served to congregate program participants.
- From July 2020–June 2021, over 500 volunteers donated 51,130 hours to help provide these services.

FOOD & FRIENDS CLIENT TESTIMONIALS

- "Thank you so much for your good food and your welcome smiles. They make my day. You ARE appreciated highly; thank you."
- "I can't even tell you; I know I could not stay in my own home without this help. I'm so grateful for the food. You're almost saving my life."
- "I don't have any family anymore and I don't see anyone except my Food & Friends people. It makes such a difference just to have someone say 'hello.' It lets me know there are still other people out there."

POSITION DETAILS

Oversees the activities of the Eagle Point Food & Friends meal site, providing meals to senior citizens and eligible adults with disabilities, including Meals on Wheels home delivery services. Responsibilities include coordinating site activities; recruiting meal site volunteers; training and scheduling volunteers; maintaining accurate records; community relations; and serving, packaging, and delivering lunch for program participants.

Starting Salary: \$12.94 - \$14.14 per hour (depending on experience and qualifications)

Hours: Part-time, 20 hours per week, Monday through Friday
9 a.m. to 1 p.m. (Eagle Point)

Benefits: Vacation, sick and holiday pay

DESIRABLE QUALIFICATIONS

To be considered for this position, applicants must:

1. Follow the application process described in the next section, and
2. Meet the equivalent of these preferred screening qualifications:
 - Education: High school diploma or equivalent.
 - Experience: A minimum of 6 months 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:
 - Have or be able to obtain an Oregon Food Handler Card;
 - Pass a Criminal History Background Check; and
 - Have access to a vehicle and possess a current Oregon driver's license, or be able to obtain one prior to hire OR have reliable, immediate point-to-point transportation available for scheduled work shifts.

APPLICATION PROCESS

Interested applicants are encouraged to apply as soon as possible. Applications will be considered as they are submitted and the position will be filled when a suitable candidate is identified.

Please visit "How Do I > Apply for a Job" at www.rvcog.org for online application instructions. In-person pick up/drop off of application materials is also available by appointment at this local office.

Human Resources
Rogue Valley Council of Governments
155 N 1st Street
Central Point, OR 97502
541-664-6674

WORKPLACE ACCOMMODATIONS NOTICE

Food & Friends and Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender expression or any other classifications protected by law.