



## 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 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 Meals on Wheels & Senior Meals 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 and we provide congregate dining at our many meals sites. 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 240,000+ 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.
- In FY 22-23, 454 volunteers donated 47,748 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

The Meal Site Coordinator I position oversees the home delivery and/or the congregate dining service(s) that provide meals to senior citizens and eligible adults with disabilities through RVCOG's Food & Friends program in one of our regional service areas: Ashland, Cave Junction, Eagle Point, Jacksonville, or Merlin. Responsibilities include coordinating site activities; recruiting meal site volunteers; training and scheduling meal site and home delivery volunteers; maintaining accurate records; community relations; and serving, packaging, and delivering lunch for program participants.

**Starting Salary:** \$15.09 - \$17.05 per hour (depending on experience and qualifications)

**Hours:** Part-time, 20 hours per week, Monday through Friday

8:30 a.m. to 12:30 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:** Completion of high school or equivalent.
  - **Experience:** A minimum of two years of experience in the food service industry, including at least six (6) months in a lead or supervisory role.
  - **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.
  - **Special Requirements:** Must 1) have access to a vehicle and possess a current Oregon driver's license, or be able to obtain one prior to hire OR 2) have reliable, immediate point-to-point transportation available for scheduled work shifts; pass a Criminal History Background Check; and have or be able to obtain an Oregon Food Handler Card.

## 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. It is widely stated, and supported by studies, that candidates are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. Our recruitment goals include hiring the candidate who is best able to meet the performance objectives of this role; we encourage people with non-traditional skill sets and experience to apply, even if you don't have experience with every job function listed in the job description.

For application instructions, please visit "How Do I > Apply for a Job" at [www.rvcog.org](http://www.rvcog.org). A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials may delay or prevent consideration for the position.* In-person pick up/drop off of application materials is also available by appointment at these local offices:

Food & Friends Josephine County  
Senior Resources Center  
1150 NE 9<sup>th</sup> Street  
Grants Pass, OR 97526  
**541-955-8839**

Human Resources  
Rogue Valley Council of Governments  
155 N 1<sup>st</sup> 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.*