

Wellspring Women's Center

Position: Meal Program Coordinator

Purpose of Position: **Team Member** - To work with the staff in achieving a cohesive team approach to running the Center in the spirit of the Mission Statement.

Meal Program Coordinator- To ensure that a nutritious breakfast is provided each morning in such a way as to maintain quality, minimize waste, and maximize the use of donations.

Time commitment: Part-time: 28 hours per week, depending upon the needs of the center. Present at major fundraisers and special events.

General Duties:

- Be present downstairs and available to guests, staff, interns, and volunteers.
- Assist other staff members in completing daily responsibilities for maintaining the Center.
- Attend staff meetings
- Work within budget guidelines. Turn in all receipts to the business office as soon as possible.
- Participate in planning special events as needed.
- Other duties as needed.

Specific Responsibilities:

- Oversee daily operations of the meal program.
- Maintain Serv Safe Certification (Food Protection Manager Certificate.)
- Manage meal program volunteers including scheduling, communication regarding closed dates, celebrations and events, and provides ongoing training, addressing concerns/issues, and assigning daily duties.
- Monitor volunteer absences and arrange for substitute volunteers when needed.
- Coordinate food preparation and service, ensuring that food safety guidelines and practices are followed by all staff and volunteers.
- Supervise clean -up and ensures proper food storage protocols (labels, dates, etc.) are followed.
- Coordinate with volunteer organizations for special meals (Christian Brothers pancakes, Lion's Club, etc.)
- Coordinate Holiday and Celebratory meals at the Center.
- Organize and plan purchasing/food procurement for the program, including all vendors.
- Coordinate donation procurement by volunteers from sources such as the Sacramento Food Bank, the Sunday Farmer's Market, local grocery stores, and other such entities.
- Collect data for monthly reports/guest counts for internal and external use.
- Maintain commercial equipment sanitation and general upkeep/maintenance.
- Assist with recording in-kind donations, especially from the Farmer's Market.
- Facilitate corrections as required by the Sacramento County Health Department.

- Maintain inventory and organization of dry food storage.
- Maintain inventory of refrigeration and freezers to keep food updated and organized.
- Demonstrates thoughtful stewardship of in-kind donations and exercises fiscal responsibility with the program budget.
- Collaborate with all members of the Wellspring staff to provide hospitable, low-barrier services to our guests.
- Model respectful & hospitable behavior toward volunteers, donors, guests, staff, etc. and representing Wellspring professionally at all times (including greeting guests and visitors warmly).
- Other duties as needed

Physical Requirements:

- Regularly lift 50 lbs.
- Able to bend, stretch, and reach.
- Able to stand/walk for up to hours at a time.
- Ability to walk on uneven ground, including mats and stairs, freely accessing all areas of the center including the counter, commercial kitchen, stock area, and upstairs offices.

Qualities Required:

- Desire to work compassionately with women and families experiencing poverty, including homelessness.
- Ability to work with individuals experiencing various levels of crisis including but not limited to, mental illness, addiction, domestic violence etc.
- Willingness and temperament to work in a fast-paced, high energy and unpredictable environment.
- Consistent demonstration of a positive and compassionate attitude.