

## **Job Title:** Sunday Breakfast Coordinator

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**Responsible to:** Director of Administration

**Job Summary:** This position oversees the management of a free weekly meal, including management of volunteers and coordination with community partners and organizations.

### **Qualifications**

#### **Education:**

- 1 High school diploma or equivalent.

#### **Experience:**

- 1 Has experience with organizing, training, and evaluating volunteers.
- 2 Has knowledge and experience in working with food pantries and homeless shelters.
- 3 Has knowledge and experience in using online sign up tools, online shopping, (e.g. Constant Contact, Sign up Ahead)
- 4 Has Food Handler's Card (Can be done after hire but must be completed before start.)
- 5 Must have current drivers license, with vehicle preferred, but not necessary.

#### **Physical:**

- 1 Must be able to easily lift 40 lbs and climb stairs.

#### **General:**

- 1 Has basic understanding of church's mission.
- 2 Possesses good trouble shooting skills and good attention to detail.
- 3 Is able to work without direct supervision.
- 4 Shows ability to remain calm under pressure without being flustered by changes or equipment failure or lack of volunteers.
- 5 Must be able to work well with staff, volunteers, church members and the general public.

**Hours :** Part-time, 4 to 6 hours per week: some weekday and some weekend hours.

**Salary/Wages:** Paid on hourly basis. Wages to be determined based on education and experience. Vacation and sick leave are to be paid in accordance to the current personnel policy.

### **Essential Job Functions:**

- 1 Act as point of contact for Food For Lane County staff, breakfast coordinators, volunteers and First Christian Church staff.
- 2 Prepare Monthly reports for FFLC regarding meals served, temperature logs, pest logs and inventory of items.
- 3 Maintain volunteer applications, and make contact with new volunteers in a timely fashion. Order background checks on every new volunteer and follow church policy regarding Reducing the Risk to children and youth.
- 4 Organize quarterly trainings for new volunteers and offer ongoing opportunities for training volunteers and subs on how to work at the breakfast.
- 5 Maintain and update volunteer job descriptions and breakfast job checklists.

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- 6 Prepare a weekly shopping list for volunteer shoppers and prepare an online order at Food For Lane County for shoppers to pick up on Fridays.
- 7 Meet with FFLC staff for Annual inspections.
- 8 Make sure that all kitchen, dining room, and pantry equipment is in good order, and fix or replace as needed.
- 9 Provide weekly follow up after the Sunday Breakfast to ensure kitchen & dining room are left in the appropriate condition. (Clean-up everything that is missed by the Breakfast leader.)
- 10 Attend Breakfast Steering Meetings monthly and Food For lane County Trainings and Meetings as needed.
- 11 Continuously research and build teams to gain funding through fundraising events or grant writing.
- 12 In the absence of a volunteer breakfast leader, the breakfast coordinator will step in to lead breakfast.

### **Performance Expectations within defined job functions**

- 1 Work effectively with and under the direction of ministerial and administrative staff of First Christian Church.
- 2 Keep kitchen, pantry, and dining room equipment in good working order, communicating early and often with the Director of Administration for any custodial, maintenance, and supply needs.
- 3 Be an effective team member, by working cooperatively with all volunteers and breakfast guests, uplifting the mission of the church and following the policies and procedures of the church.
- 4 Communicate clearly and effectively with others, including conflict resolution between volunteers, giving feedback to volunteers, and notifying administrative staff, by written report, when an incident occurs in direct violation of the breakfast policies.
- 5 Utilize effective problem solving and conflict resolution skills.

If you are interested in applying for this position, please send a Resume and Cover Letter, including professional references, to First Christian Church, 1166 Oak Street, Eugene, OR 97401. Questions? Contact the Director of Administration at 541-344-1425.