

Forest Grove Temporary Emergency Shelter  
Invites applications for the position of:

**Forest Grove Temporary Emergency Shelter MEAL Coordinator**

**Compensation:** \$15 per hour. Estimate 20 hours per week. No benefits.

**TEMPORARY POSITION, FOR NOVEMBER 2018 – MARCH 2019**

This position will require evenings, mornings, and on-call hours, as well as the ability to travel on-site in times of severe weather, such as heavy snow, ice, and rain.

**Opening Date: August 1, 2018**

**Closing Date: Until filled or August 31, 2018**

**The Position**

Forest Grove Temporary Emergency Shelter (FG-TES) was opened in 2007 at the Forest Grove United Church of Christ (FG-UCC), providing 15 adults and 2 families with a warm, safe place for the night. Since 2015, the FG-TES is a collaboration between FG-UCC and Old Town Forest Grove Church, each providing two nights of shelter per week. The shelters operate as part of the Washington County Coordinated Response Plan.

The Meal Coordinator will act as primary contact for all shelter meal activities and be responsive to the Operations Coordination, UCC and Old Town Church. This person is responsible for meals served at the two shelters on designated days of operation, as well as additional evenings or days of opening due to severe weather. The Meal Coordinator will train both volunteers and work study employees staffed for meal preparation and serving, create meal plans for dinner and breakfast, coordinate sourcing and storing of food supplies, and ensure compliance with food handler guidelines. They will be one of two paid staff persons at the shelter, supported by the Staffing Coordinator and a meal team of approximately eight (8) volunteers on any given night.

The position requires a public-service oriented individual, with excellent organizational and communication skills, including the ability to interact with people from different backgrounds. The successful candidate will be able to manage multiple tasks, respond quickly and calmly to situations, dictate food-handling rules clearly and effectively, resolve conflicts in a respectful manner, and motivate a team of volunteers.

**Responsibilities**

Essential functions of the job include:

- Opening and closing the shelter kitchen each evening of operation and when the shelter is activated due to severe weather.
- Train and manage meal service volunteers and work study employees for various roles including food prep, food service, and kitchen cleanup.
- Work with Site Coordinators and Staffing Coordinator to facilitate training new staff, and assist in developing and communicating policy changes.
- Maintain a list of all qualified food handler volunteers and work study employees.

- Create meal plans for dinner and breakfast over four nights each week.
- Source and maintain partnerships with outside vendors/agencies for food to meet meal plans.
- Communicate meal plans to volunteer and work study employees based on work schedules; confirming availability of a food handler or securing a replacement.
- Work with Site Coordinators to ensure the availability of necessary kitchen supplies, and coordinate cleaning, on a regular basis as well as for last-minute shelter openings.
- Enforce food handler rules and ensure volunteer and guest food safety through strict compliance of on-site food service, and appropriate staffing levels.
- Serve as a point of contact for food service inquiries regarding volunteer opportunities, responding to email and telephone inquiries.
- Serve as meal service host as needed.

### **The Ideal candidate**

#### Minimum Qualifications:

- A current food handler's card and experience with planning meals and acquiring food supplies.
- Familiar with food vendor sources for meal plans, such as the Oregon Food Bank.
- Experience in working with homeless individuals and exposure to social work.
- Experience supervising volunteers and enthusiasm for working with people from diverse backgrounds.
- Flexible schedule and ability to travel to the shelters regardless of weather conditions.
- Detail oriented, strong time-management skills, and experience with administrative duties, including proficiency with general office software.

#### Preferred Qualifications:

- Work history in community-based or nonprofit organizations.

### **How to Apply**

Send your resume and a cover letter to Brian Schimmel at: [brians@oldtownfg.com](mailto:brians@oldtownfg.com)

In your cover letter, please include responses to the following:

- Why does this position interest you?
- What experience do you have planning meals and coordinating food service for an organization or business?
- Please describe any experience you have with training and managing volunteers.