



Community Meals Coordinator

Position Summary: The Community Meals Coordinator is responsible for the successful operation of the kitchen and community meals program. The Community Meals Coordinator is part of the Program Coordinator team that ensures successful operation of all Center programs.

Hours/Classification: Full time (40 hours), exempt (salaried) position. Hours are generally M-F 8am-4pm. Thursday evening hours required upon return to full evening schedule. Occasional other evening or weekend hours required for special events and programming.

Direct Report: Program Director

Qualifications:

Required qualifications:

- Minimum 5 years work experience.
- Minimum two years experience in commercial food preparation at kitchen manager, kitchen supervisor, or sous chef level (including menu planning, food safety, cooking, and kitchen management duties). Additional preferred.
- Prior experience and proficiency with commercial kitchen equipment and large scale/community cooking.
- Ability to plan and prepare delicious and healthy meals using purchased, donated and recovered food. Ability to plan creative and flexible menus.
- Past experience managing staff or volunteers required.
- Demonstrated ability to work with volunteers with a range of experience, skill levels and abilities, creating meaningful volunteer opportunities and achieving program goals.
- Excellent verbal communication skills.
- Demonstrated problem solving skills and ability to deescalate conflicts.
- Proficiency with email, internet, and Microsoft Office suite. Basic competency/ability to learn new computer programs.
- Strong appreciation for organization's mission, values and approach, with a strong commitment to working with and supporting all members of the Amherst Survival Center community and ensuring the fair and equitable distribution of goods.
- ServSafe Manager Certification required or must be obtained within 60 days of hire (training provided by employer).

Preferred Qualifications:

- 4+ years experience in commercial food preparation at kitchen manager, kitchen supervisor, or sous chef level (including menu planning, food safety, cooking, and kitchen management duties).
- 5+ years experience cooking in a restaurant, catering, or other high volume setting.
- 1+ years experience working in a community meals or other basic needs program, including use of donated ingredients.
- Two years supervisory experience strongly preferred.
- Experience working with and supervising volunteers preferred.
- Strong preference for candidates who bring additional skills, capacity, and perspective that strengthen our ability to meet our mission such as: language proficiency in addition to English (esp.

Spanish or Mandarin); lived experience with food insecurity; racial, cultural, and ethnic diversity; community engagement; experience working on food justice issues; experience working within organizations on diversity, equity, and inclusion; collaborative leadership, and/or other relevant skills.

Language Proficiency:

- Professional working proficiency (written and verbal) in English required.
- Working proficiency (verbal or written) in Spanish, Mandarin, Portuguese, or other priority language preferred. Bilingual differential available for employees with professional proficiency/fluency.

Essential Duties and Responsibilities

Basic Kitchen Operations:

- Plan, prepare and clean up after all community meals and supervise kitchen-related areas (inside and outside) during meal times. Plan menus using available ingredients. Prepare 350-450+ meals daily with largely volunteer team. Adapt to available items from food bank, institutional donors, and daily recovered product.
- Coordinate meals for Center special events, including cultural celebrations.
- The Community Meals Coordinator must be able to perform every role (dishwasher, chef, server) needed to plan, prepare, serve, and clean up after each community meal and special events.
- Maintain professional conduct (strength based, trauma informed) in daily interaction with ASC participants, visitors, donors, volunteers, and community members.
- Plan annually and follow budget guidelines associated with the community meals program.
- Oversee inventory, storage and rotation of food and supplies per Center, Food Bank and ServSafe guidelines.
- Work with Operations Coordinator to ensure that kitchen equipment is well maintained and regularly serviced.
- Order from the Food Bank and local vendors in coordination with Pantry Coordinator and Program Director.
- Ensure compliance with appropriate health codes and ServSafe as a public meals program.

Volunteers:

- Train and provide consistent and constructive daily supervision of kitchen volunteers, interns and work study students for community meals program.
- Support food recovery volunteer drivers.

Record Keeping and Statistics:

- Keep required records and prepare/submit required reporting.

Working with Donors:

- Support community food drives and local businesses to donate food to the Center's Food & Nutrition Programs.
- Work with Development Manager to send timely thank you notes to donors to the community meals program and special events.

Other:

- Demonstrate professionalism at all times, both verbally and in writing when representing the Amherst Survival Center, including appreciating and supporting those you work with, showing respect to all ASC participants, demonstrating professional conduct, acting with honesty and fairness in all of your dealings with others, proactively reducing conflict in the Center as it arises.
- Approach your work with an attitude of continuous improvement, including continually examining processes to improve participant satisfaction, enhance program effectiveness and make progress towards Center goals.

- Play an active role as part of the Amherst Survival Center team to develop organizational structures and policies, and ensure all program areas fulfill the Center's mission, including playing an active role in the Center's diversity, equity and inclusion efforts.
- Other reasonable duties as assigned by Program Director, Executive Director or designee.

Working Conditions: The Center is a fast-paced environment which can be crowded and noisy. Position primarily works indoors, in kitchen, with frequent outdoor exposure to load/unload food, or other related activities. Must be able to lift up to 50 pounds. Frequent walking, standing, use of stairs, lifting, and carrying, combined with seated desk activities, typing and telephone communication.

The Amherst Survival Center is an equal opportunity employer. We are committed to racial equity and social justice and make a particular effort to recruit people of color to apply for open positions. We employ the best qualified individuals without regard to race, color, religion/religious creed, national origin, ancestry, age, genetic information, sex, gender identity or expression, sexual orientation, disability or military status.