



## Summer Meal Operations Coordinator

**Summary:** The Summer Meal Operations Coordinator will coordinate One22's summer food assistance operations for youth in the community. The main duties of this position include receiving inventory, staging and organizing food distribution, clean up, coordination with partners and volunteer oversight.

### Duties and Responsibilities:

- Receive and organize inventory of meal supplies and ingredients. Ensure all items have arrived and report any missing or damaged items to distributors.
- Set-up of the meal distribution; unbox inventory and set up the distribution display. Meal items will be organized on tables and can be consumed onsite or bagged for "grab and go", set-up any informational materials (flyers, posters, One22 resources).
- Coordinate meal distribution to youth aged 18 and younger.
- Break-down of the meal distribution; put away all remaining items and distribution materials (bags, flyers, etc.), return anything to the Jackson Cupboard or One22 main office as needed.
- Clean-up and recycling; breakdown all cardboard, discard all trash and maintain a tidy and welcoming environment during distribution.
- Oversee and support volunteers involved in meal distribution activities. Maintain positive relationships with volunteers; delegate tasks and ensure they are able to complete their duties.
- Ensure compliance with food safety standards and regulations during meal distribution.
- Maintain accurate records of meal inventory, distribution and volunteer hours. Track numbers of children/students coming for meals and number of meals going out each day.
- Communicate with One22's Volunteer Coordinator to ensure any important information relating to volunteer onboarding, scheduling and updates are being shared.
- Coordinate with the Teton County School District staff member to ensure smooth operations.

### Qualifications

#### Experience and Education:

- Prior experience in inventory, food services or youth/human services

#### Skills and Characteristics:

- Bilingual in Spanish and English preferred
- Ability to lift 40-50 pounds
- Drivers license
- Strong organizational skills and attention to detail
- Ability to work independently and collaboratively in a fast-paced environment



- Excellent communication and interpersonal skills
- Prior experience in food service or volunteer management is a plus
- Compassionate and empathetic towards the needs of community members
- Flexible and adaptable to changing priorities and circumstances
- Reliable and punctual with a strong work ethic
- Passionate about food security
- Ability to set personal and professional boundaries
- Experience working with youth and children

**This is a part time, temporary position, totaling approximately 20-25 hours per week from June-August. Typical schedule will be weekday mornings to midday/early afternoon. This position reports to the Associate Director of Food Assistance.**

**Starting Date:**

Week of June 3, 2024

**To Apply:**

Please send a resume and cover letter to: [Kiersten@one22jh.org](mailto:Kiersten@one22jh.org)

**About One22:**

One22 Resource Center is a community-based nonprofit organization dedicated to supporting individuals and families facing financial and cultural challenges in the Greater Teton area. We guide members of our community toward stability and growth through basic needs, emergency resources and financial empowerment. If community members need help with groceries, or just making ends meet: that's what we're here for.