



Position Overview

Meals on Wheels Café Coordinator

Marion-Polk Food Share is the regional food bank leading the fight to end hunger in Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion-Polk Food Share is ***“Leading the fight to end hunger in Marion and Polk counties, because no one should be hungry.”***

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
 - *Value diversity and strive for inclusion*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Encourage creativity and be willing to take risks*
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Statement of Purpose: Ensures a clean, friendly, welcoming atmosphere for Center 50+ Café Patrons. Delivers daily smiles and encouragement with delicious food and hospitality to MPFS’s and MOW clients.

Summary of Role: Prepares and serves beverages and food items while providing excellent customer service to Center 50+ Café patrons. Adheres to FIFO policies and understands county food safety and sanitation regulations.

Core Areas of Responsibility

- *Prepares and serves beverages and food items.*
- *Keeps the Café clean, stocked and running smoothly.*
- *Adheres to all county mandated industry standards for food safety and sanitation.*

This position has no supervisory responsibilities but will provide leadership, guidance and training to volunteers.



Position Description

Meals on Wheels Café Coordinator

Areas of Responsibility, Evaluation and Essential Functions:

- **Prepares and serves beverages and food items.**
 - Oversees the quality and standards of all food prepared in the Café.
 - Accurately operates cash register and makes necessary cash transactions.
 - Balances daily receipts for monies received.
 - Prepares and serves some food items.
 - Prepares and serves coffee and popcorn.
 - Takes order for breakfast items.
 - Oversees daily Home Delivery driver snacks and preparation and service.
- **Keeps the Café clean, stocked and running smoothly.**
 - Keeps the Cafe area neat, clean, stocked and in compliance with health and safety standards.
 - Assists in inventory control and food ordering.
 - Opens and closes the Café.
 - Provides excellent customer service to all contacts, staff, vendors, customers and community members.
 - Provides assistance as needed in the dining room and kitchen.
- **Adheres to all county mandated industry standards for food safety and sanitation.**
 - Practices stock rotation policies using FIFO and industry labeling techniques.
- Other duties as assignedⁱ

Education and/or Experience; Certificates,/Licenses/Registrations:

- Prior experience running a cash register and making change required.
- Prior experience in a food service position required.
- Must possess a valid Oregon Food Handler's card or be able to obtain one within 30 days.
- ServSafe certification preferred
- Must pass pre-employment drug screen and full background check.

Necessary Knowledge, Skills and Abilities:

- Excellent customer service and communication skills.
- Excellent multi-tasking skills.
- Ability to interact with the public in a professional and courteous manner.
- Ability to do basic math calculations (addition, subtraction, multiplication, division).
- A commitment to the mission of MPFS and serving older adults and people with disabilities in need.
- Willing to work both independently and as an effective member of a team.



Job Conditions:

Work is mainly performed in a Café setting and will require prolonged periods of standing. May occasionally lift, move and carry objects in excess of 30 pounds. Will require regular use of arms, hands and fingers to handle, prepare and carry kitchen tools, food and drink. May occasionally require bending, lifting, reaching and stretching in a sometimes fast paced environment. This position will regularly deal with the public.

Title	MOW Café Coordinator	Department	Operations
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Starting Salary Range	\$11.58-13.32
Status	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	Hours Per Week	20
Reports to	MOW Executive Chef	Date of Last Revision	2/7/19
Alternate Title(s)		Grade	C
Employee Signature			
Supervisor Signature			
HR Signature			

ⁱ This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. MPFS has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.