



El Sol Part-Time Food and Nutrition Coordinator

This is an FLSA Classified Exempt Position. This is a part time position for up to 30 hours per week. The El Sol Food and Nutrition Coordinator supervise the overall operations for the kitchen area of El Sol.

Essential Functions:

- **Hot Meal Program:** plans, prepares and serves a hot meal every day to workers in our labor hall. Prepares to-go meals (20%)
- **Kitchen Cleaning and Maintenance:** Ensure that the kitchen is properly cleaned on a regular schedule, food is disposed of properly, and the kitchen meets all sanitary standards. Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following preventative maintenance processes. (20%)
- **Kitchen Inventory:** Responsible for ordering food products (and coordinating the PB Food Bank pick-ups) and supplies, tracking inventory, and ensuring those deliveries are received in correct unit count and condition. (10%)
- **Kitchen Budget:** Control food cost and usage by following proper requisition of products from storage areas, product storage procedures, and waste control procedures including checking and maintaining proper food holding and refrigeration temperature control points. (10%)
- **Kitchen Volunteers:** Serve as the Staff liaison for the Hot Lunch Program volunteers. Provide training, information, and address feedback from volunteers. (5%)
- **Sunshine Organic Community Garden:** Ensure that vegetables and fruit from the Garden are utilized in every meal served through the Hot Lunch Program. (5%)
- **Special Events:** Assist with the coordination of kitchen during special events; collaborating with KTP as possible. (10%)
- **Nutrition Workshops:** Coordinate and monitor nutrition related workshops for our clients. (10%)
- **Administrative Tasks:** Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner. (10%)

Education, Experience, and Qualifications:

- Experience in a commercial kitchen
- Bi-lingual in Spanish and English required
- ServSafe Manager Certified
- Excellent Communication skills
- Strong Leadership skills
- Excellent organizational and time management skills
- Detail-oriented, able to multi-task and meet deadlines
- Self-motivated, able to work with volunteers and independently
- Ability to be flexible and work with people of diverse background
- Willingness to work irregular weekly and weekend hours
- Demonstrable experience working within a programmatic budget
- Ability to recruit and coordinate volunteers
- Computer skills (Microsoft Office Suite, Internet)

The Food and Nutrition Coordinator reports directly to El Sol's Executive Director.

Name

Date