



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

ATHENS-MCMINN FAMILY YMCA JOB DESCRIPTION

Job Title: **Food Program Coordinator**

Job Code: OP

FLSA Status: Non-Exempt

Job Grade: 08

Reports to: Director of Outreach Programs

Revision Date: 01/30/2019

Leadership Level: Team Leader

Primary Function/Department: Social Responsibility

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Food Program Coordinator at the Athens-McMinn Family YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also managing and implementing food service within the community.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Model the YMCA core values: Caring, Honesty, Respect, and Responsibility
2. Under the direction of the Director of Outreach Programs, assist with operation of the CACFP and SFSP Year-Round Food Programs in compliance with all requirements of the State Contract
3. Ensure accurate documentation and meal program records
4. Responsible for food kitchen operation, sanitation, and ensuring compliance with all Department of Health guidelines and requirements
5. Maintain accurate inventory food and milk inventory records in accordance with USDA standards
6. Coordinate with the Director of Outreach Programs on submitting an accurate and complete food orders based on site attendance
7. Oversee food program compliance with vehicle maintenance and cleaning requirements in coordination with YMCA Property Manager
8. Assist in grant implementation and tracking, as needed including monthly meal reimbursement submissions
9. Monitor daily vehicle mileage logs for accuracy and completion
10. Coordinate and plan all daily enrichment activities including lesson plans, purchasing supplies, and training Food Program Site Coordinators to execute programming
11. Maintain required training documentation for all food program staff and volunteers
12. Build and maintain good relationships with site program participants and liaisons
13. Coordinate site and program volunteers
14. Other duties as assigned



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LEADERSHIP COMPETENCIES:

- Collaboration
- Developing Self & Others
- Volunteerism

QUALIFICATIONS:

- Bachelor's degree in related field or equivalent preferred.
- YMCA Team Leader certification preferred.
- One to two years of related experience preferred (e.g., as a coordinator of people or activities).
- Ability to use typical business software and office equipment.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____