

FOOD for Lane County Volunteer Job Descriptions

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FOOD for Lane County Volunteer Job Description

Program: The Family Dinner Program (The Dining Room)

Volunteer Job Title: Prep Shift Volunteer

Purpose: Help FOOD for Lane County staff with the behind-the-scenes tasks required to serve up to 300 meals a day to low- and no-income individuals.

Location: The Dining Room, 270 W 8th Ave, Eugene, OR 97401

Key Responsibilities: Prep Shift Volunteers may be asked to help with a number of different tasks, depending on our Kitchen Coordinator's need for the day. If a volunteer has a physical limitation that makes a certain task difficult, the staff is happy to accommodate.

Sample tasks may include:

- Cutting fruits and vegetables
- Preparing sides and desserts
- Cutting and plating desserts
- Rolling silverware
- Helping with other areas to get the restaurant ready for the day

Time Commitment: The Dining Room prep shift runs from 10:30 to 12:30, Monday through Thursday. Volunteers can schedule for a weekly, biweekly, or monthly basis. We ask that volunteers commit to a minimum of three months when they first begin.

Qualifications: The most important characteristics we look for in our volunteers are kindness and patience. All other required skills can be taught. It is also important that volunteers understand the importance of confidentiality, and that they be willing to work respectfully with staff and fellow volunteers.

For physical requirements, volunteers may be asked to be on their feet for two hours at a time. Some lifting may be required, although volunteers can opt out of jobs that they do not feel physically capable of doing. Prior restaurant experience is not required.

Support and training provided: All volunteers are required to attend an orientation before getting on the schedule. Since we are working with a vulnerable population, it is extremely important that we go over guidelines and procedures in order to make sure everyone is fully trained. Orientations are held quarterly.

Once a volunteer gets on the schedule, they will receive position-specific training when they come in for their first few shifts. For the most part, this training will be done by the Kitchen Coordinator, although other experienced volunteers may be asked to help.

Age Requirement: People over the age of 18 are welcome to volunteer at the Dining Room. People between the ages of 16 and 18 are welcome to volunteer at the Dining Room with a parent or guardian present.

Certifications/licenses required: After the orientation, a short civil rights slideshow and a two-part food safety video will be sent out to new volunteers. It is a requirement that new volunteers watch these two things before coming in for their first shift.

Dress Code: The Dining Room strives to be a family-friendly restaurant. As such, we ask that volunteers wear clothing that provides modest coverage. Close-toed shoes are required, for safety and hygienic reasons. Please also be prepared to pull long hair back.

Rewards: Working at the Dining Room is an extremely rewarding volunteer opportunity. It allows you to break down stereotypes and barriers regarding homelessness and poverty. You'll have the chance to work with a wonderful, energetic, passionate group of fellow volunteers who are all working towards the same goal of fighting hunger. You'll also have the chance to learn how a restaurant operates. Most importantly, you'll get to know you helped to feed 300 hungry people in Lane County.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: The Family Dinner Program (The Dining Room)

Volunteer Job Title: Serving Shift Volunteer

Purpose: Help to feed up to 300 low- and no-income dinner guests during open hours. Also help maintain an atmosphere of respect and dignity for all who walk through our doors.

Location: The Dining Room, 270 W 8th Ave, Eugene, OR 97401

Key Responsibilities: Volunteers at the Dining Room will be asked to rotate through a number of different tasks. If they have a physical restriction that limits them from doing a specific task, the staff is happy to accommodate. However, we ask that people be willing to work behind-the-scenes and in direct service during this shift, in order to balance out the workload for all volunteers.

Tasks are:

- Serving entrees to dinner guests
- Serving desserts to dinner guests
- Bussing tables
- Running a beverage bar (making coffee, pouring milk and juice, replenishing sugar packets and creamer, etc.)
- Scraping plates
- Helping with pots and pans
- Plating meals on the serving line
- Assisting our chef with last-minute tasks such as rolling silverware, cutting fruits and vegetables, or preparing sides
- Registering dinner guests using the Service Point questionnaire (note: this job requires a specific license from the county, so only a handful of volunteers are asked to do it)

Time Commitment: The Dining Room is open Monday through Thursday for two serving shifts: 12:30 - 2:30 and 2:30-4:30. Most volunteers choose to work just one of these shifts, but they are welcome to work both (a four hour time commitment), if they feel comfortable doing so. People can volunteer weekly, biweekly, or monthly, or they can join a separate alternate list and fill in for cancelations. We ask that volunteers commit to a minimum of three months when they first begin.

Qualifications: Volunteers at the Dining Room must be willing to work respectfully with a diverse group of dinner guests. The most important characteristics we look for in our volunteers are kindness and patience. All other required skills can be taught. It is also important that volunteers understand the importance of confidentiality.

For physical requirements, volunteers will be asked to be on their feet for two hours at a time. Some lifting may be required, although volunteers can opt out of jobs that they do not feel physically capable of doing. Prior restaurant experience is not required.

Support and training provided: All volunteers are required to attend an orientation before getting on the schedule. Since we are working with a vulnerable population, it is extremely important that we go over guidelines and procedures in order to make sure everyone is fully trained. Orientations are held quarterly.

Once a volunteer gets on the schedule, they will receive position-specific training when they come in for their first few shifts. For the most part, this training will be done by the Dining Area Coordinator, the Kitchen Coordinator, or the Dish Room Coordinator, although other experienced volunteers may be asked to help.

Age Requirement: People over the age of 18 are welcome to volunteer at the Dining Room. People between the ages of 16 and 18 are welcome to volunteer at the Dining Room with a parent or guardian present.

Certifications/licenses required: After the orientation, a short civil rights slideshow and a two-part food safety video will be sent out to new volunteers. It is a requirement that new volunteers watch these two things before coming in for their first shift.

Dress Code: The Dining Room strives to be a family-friendly restaurant. As such, we ask that volunteers wear clothing that provides modest coverage. Close-toed shoes are required, for safety and hygienic reasons. Please also be prepared to pull long hair back.

Rewards: Working at the Dining Room is an extremely rewarding volunteer opportunity. It allows you to break down stereotypes and barriers regarding homelessness and poverty. Because it is direct service, it allows you to see the impact of your actions when you are there. You'll also have the chance to work with a wonderful, energetic, passionate group of fellow volunteers who are all working towards the same goal of fighting hunger.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: Gardens Program

Volunteer Job Title: Gardens Program Volunteer

Purpose: Volunteers work with FFCL staff in growing and maintaining the GrassRoots Garden and the Youth Farm. Volunteers are essential in all aspects of producing nearly 200,000 pounds of organic produce. In addition, volunteers work with staff in building and maintaining structures, irrigation systems and greenhouse management. We consider our volunteers to be also participants in the educational activities our gardens provide. Experienced volunteers are trained to lead groups and individuals in garden tasks.

Location: Two sites: GrassRoots Garden, 1465 Coburg Rd., Eugene; Youth Farm, 705 Flamingo Ave., Springfield.

Key Responsibilities: These can vary from garden to garden and can depend on the season and the experience of the volunteer. Some examples of responsibilities would include:

- Composting
- Seeding
- Bed preparation
- Transplanting
- Weeding and cultivating
- Harvesting
- Post-harvest handling
- Assist in cooking in the outdoor kitchen (GrassRoots only)
- Assist with produce stands (Youth Farm only)
- Assist with maintaining equipment and buildings

Time Commitment: Volunteers are welcome to drop-in at any time during the gardens' drop-in volunteer hours, and stay as long as they are able.

Qualifications:

- Ability to work with others and have an open mind
- Ability to follow directions
- Interest and enthusiasm for working outdoors in variable weather and in the soil

Support and training provided: Volunteers are trained to assist in all tasks at the gardens. Our primary focus is teaching people how to garden and providing them with the knowledge and skills to do so.

Age Requirement: Open to all ages.

Certifications/licenses required: No certifications required.

Dress Code: Dress in layers for the weather and in clothing that can get “soiled.”

Rewards: Our volunteers receive the heartfelt satisfaction that their efforts result in providing fresh, nutritious food for community members who cannot afford such bounty. Through trainings, educational activities and hands-on experience, volunteers transform from novice gardeners into experienced, successful gardeners.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: Meals on Wheels

Volunteer Job Title: Meal Delivery Driver

Purpose: To deliver meals directly to seniors in our community, and provide a brief safety check and friendly interaction. These volunteers are the caring people checking in on seniors while delivering nutritious hot meals directly to seniors' homes. The interaction a homebound senior has with a Meals on Wheels volunteer may be the only face-to-face interaction that senior has all day. Meals on Wheels deliver drivers are a crucial component to ensuring up to 280 hot meals are delivered to seniors in the Eugene community Monday through Friday.

Location: Meals and equipment are picked up from the FOOD for Lane County Bailey Hill warehouse at 770 Bailey Hill Rd. Meals are distributed along a preplanned route within the city of Eugene. After a route is completed equipment is then returned back to the warehouse.

Key Responsibilities:

- Deliver hot meals to seniors in Eugene
- Engage in friendly interactions with clients
- Report to case managers any concerns or inconsistencies in clients' behavior or living situation
- Occasional distribution of other materials along with meals, such as client menus or letters

Time Commitment: Most routes take approximately a two hour time commitment. Most volunteers choose to volunteer one time per week; however, we can work with your availability. Volunteers are asked to arrive to pick up meals between 10:30 a.m. and 11:00 a.m.

Qualifications: We are looking for friendly, social, caring individuals who are interested in the wellbeing of the seniors in our community. Volunteers use their own vehicles to deliver meals and must have a current driver's license and insurance. Gas mileage reimbursement is not available. Must have the ability to pass a criminal background check, the ability to carry up to ten pounds repetitively, and willingness to deliver to various locations including apartment complexes and mobile home or trailer parks.

Support and training provided: Once approval of background check is received, you will be scheduled for an orientation. The orientation is a one on one training with a Meals on Wheels staff member. They will explain to you the processes of pickup and delivery along with tips, recommendations, and boundaries for client interactions as well as things that need to be reported back to the case manager.

Age Requirement: Must be 18 years of age or older to drive. Children welcome when accompanied by an adult.

Certifications/licenses required: Valid driver's license, valid car insurance, ability to pass a criminal history background check.

Rewards: Help seniors receive proper nutrition and maintain the independence to stay in their own homes as they age with a sense of security knowing there will be people who care to check on them on a regular basis.

Questions? Please call Meals on Wheels at (541) 607-5065, or email rfox@foodforlanecounty.org



FOOD for Lane County Volunteer Job Description

Program: Meals on Wheels

Volunteer Job Title: Kitchen Volunteer

Purpose: To portion hot meals that will be delivered to seniors in the Eugene community through the Meals on Wheels program.

Location: The kitchen at FOOD for Lane County, 770 Bailey Hill Rd, Eugene, OR 97402.

Key Responsibilities:

- Portioning and packaging meals
- Counting and organizing meals to go out on routes
- Packing milk and ice packs into coolers

Time Commitment: Two shifts are available: 8:00a.m. - 10:30a.m. and 9:00am - 11:30 a.m. Each shift has a twenty-minute break midway through.

Qualifications: Ability to lift up to ten pounds and ability to stand for two hours.

Support and training provided: On-the-job instruction and support is provided by the Kitchen Coordinator.

Age Requirement: Must be 14 years of age or older.

Certifications/licenses required: A current Food Handlers Card.

Dress Code: Close toed shoes required.

Rewards: Help seniors receive proper nutrition and maintain the independence to stay in their own homes.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: Nutrition Education

Volunteer Job Title: Nutrition Education Instructor – Bilingual (English/Spanish)

Purpose: Teach low-income adults who speak Spanish about nutrition, how to cook and shop on a budget, explore new foods, and bring awareness of food resources to families.

Location: Instructors will work in various settings throughout Lane County, including but not limited to: affordable housing sites, food pantries, family resource centers and the agency's main office at 770 Bailey Hill Road in Eugene.

Key Responsibilities:

- Leads and assists others in the delivery of *Cooking Matters para Adultos* lessons and activities according to class lesson plans.
- Teaches concepts and answers nutrition and food-related questions in accordance with the 2015 Dietary Guidelines for Americans and USDA MyPlate.
- Provides clarification and facilitates the completion of Cooking Matters participant paperwork.
- Leads small and or larger group interactive cooking demonstrations.
- Practices safe food handling and supports a class that promotes kitchen and food safety.
- Maintains participant confidentiality.
- Exercises patience, compassion and professionalism while working with class participants and others within the teaching team.
- Assists in classroom and kitchen preparation and clean-up, before and after each class session.
- Participates in teaching team lesson review before each class session.
- Participates in all assigned volunteer training sessions.
- Makes all reasonable effort to assure that FFLC programs are accessible without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, and disabled veteran or Vietnam-era veteran status.

Time Commitment: One day per week, 3.5 hours per teaching session, for a minimum of six weeks

Qualifications: Fluent in Spanish, able to lift 10-15 pounds, willing to work with a diverse socio economic populations with a kind heart and a bright smile. Basic knowledge of or willingness to learn food preparation, food safety, food resource management and general nutrition. Pleasant manner, patience, flexibility, dependability and empathy are required.

Support and training provided: A Cooking Matters Instructor and Cultural Sensitivity training will be provided.

Age Requirement: 18 years or older.

Certifications/licenses required: Food handlers card preferred but not required.

Dress Code: Casual, close toed shoes necessary.

Rewards: Providing food resources and knowledge to an underserved population. Learn more about nutrition and have the ability to work with some of the most outstanding people in our community, all the while getting the opportunity to use/speak Spanish!

Questions? Please call our Volunteer Coordinator Dan Budd at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: Nutrition Education Program

Volunteer Job Title: Nutrition Education Instructor

Purpose: Teach low-income adults about nutrition, how to cook and shop on a budget, explore new foods, and bring awareness of food resources to families.

Location: Instructors will work in various settings throughout Lane County, including but not limited to: affordable housing sites, food pantries, family resource centers and the agency's main office at 770 Bailey Hill Road in Eugene.

Key Responsibilities:

The Nutrition Education Instructor has the following responsibilities:

- Leads and assists others in the delivery of Cooking Matters lessons and activities according to class lesson plans.
- Teaches concepts and answers nutrition and food-related questions in accordance with the 2015 Dietary Guidelines for Americans and USDA MyPlate.
- Provides clarification and facilitates the completion of Cooking Matters participant paperwork.
- Leads small and or larger group interactive cooking demonstrations.
- Practices safe food handling and supports a class that promotes kitchen and food safety.
- Maintains participant confidentiality.
- Exercises patience, compassion and professionalism while working with class participants and others within the teaching team.
- Assists in classroom and kitchen preparation and clean-up, before and after each class session.
- Participates in teaching team lesson review before each class session.
- Participates in all assigned volunteer training sessions.
- Makes all reasonable effort to assure that FFLC programs are accessible without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, and disabled veteran or Vietnam-era veteran status.

Time Commitment: One day per week, 3.5 hours per teaching session, for a minimum of six weeks

Qualifications: Basic knowledge of or willingness to learn food preparation, food safety, food resource management and general nutrition. Pleasant manner, patience, flexibility, dependability and empathy are required.

Support and training provided: Training for this position will be provided. In addition, the Nutrition Education Program Coordinator will be available for questions and assistance as needed.

Age Requirement: 18 years or older

Certifications/licenses required: Food handlers card preferred but not required.

Dress Code: Casual, close toed shoes necessary.

Rewards: Witnessing positive behavior change, and receiving nutrition education experience.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: Nutrition Education Program

Volunteer Job Title: Nutrition Education Prep Volunteer

Purpose: Assist in the preparations for the Cooking Matters nutrition education classes.

Location: FOOD for Lane County main office, 770 Bailey Hill Rd. Eugene, OR.

Key Responsibilities:

- Practice safe food handling and support a class that promotes kitchen and food safety.
- Maintain participant confidentiality when appropriate.
- Prepare food for in-class food preparation and take-home grocery bags.
- Make copies of class handouts and other class-related paperwork.
- Participate in all assigned volunteer training sessions.
- Maintain class supply boxes after use.
- Make every effort to assure that we operate and serve clients based on equal opportunity guidance.

Time Commitment: Prep volunteers will have varied, task-specific volunteer hours.

Qualifications: Basic knowledge of or willingness to learn food preparation, food safety, food resource management and nutrition. Pleasant manner, patience, flexibility, dependability and empathy are required.

Support and training provided: Volunteers will participate in a two hour general training and then have hands-on, job specific training when starting assigned tasks.

Age Requirement: None

Certifications/licenses required: Food Handler's card preferred but not required.

Dress Code: Casual. Close toed shoes necessary.

Rewards: Kitchen and office experience for future professional or personal aspirations.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: Senior Grocery Program

Volunteer Job Title: Delivery Driver

Purpose: Deliver a once monthly food box (or bags) to low-income seniors who have mobility issues. This delivery allows seniors to remain in their homes rather than move to an assisted living home. It also gives them nutritious staple foods to supplement their groceries every month, which saves them money.

Location: Delivery Drivers pick up the Senior Grocery boxes (or bags) at the main FFLC warehouse located at 770 Bailey Hill Road in Eugene. Then they drive to the clients' homes on their delivery route and return back to the FFLC warehouse when finished to drop off any unwanted items or empty boxes, and return the signed receipts.

Key Responsibilities:

- Pick up Senior Grocery boxes at FFLC warehouse at predetermined time on the same day every month.
- Deliver food boxes to all clients on the delivery route and have each recipient sign a receipt.
- Clients are allowed to give back any items they don't want, so collect these as you go to return to the program coordinator when the route is finished.
- Bring back all signed receipts and any empty boxes or bags to FFLC when the route is finished; report any issues to Senior Grocery Program Coordinator.
- Contact the program coordinator about any travel plans that will affect your ability to cover your route as soon as possible so they can find alternate coverage.

Time Commitment: The delivery route only happens once a month and it will occur on the same day every month, such as the third Monday of every month. If the delivery route day happens to fall on a holiday it will be rescheduled to a day that works for the volunteer. The routes usually have five to nine stops, depending on the volunteer's capacity, and take around two to two and a half hours to complete.

Qualifications: We are looking for friendly, social, caring individuals who are interested in the wellbeing of the seniors in our community. Volunteers use their own vehicles to deliver meals and must have a current driver's license and insurance. Gas mileage reimbursement is not available. Must have the ability to pass a criminal background check, the ability to carry up to forty pounds, and willingness to deliver to various locations including apartment complexes and mobile home or trailer parks.

Support and training provided: All Senior Grocery volunteers must attend a volunteer orientation with the program coordinator. Once the appropriate forms have been filled out, including the background check, the coordinator will train the volunteer on the delivery route.

Age Requirement: 18 or older.

Certifications/licenses required: A delivery driver must have their driver's license and current insurance; must be able to pass a criminal background check.

Dress Code: We recommend sturdy shoes and clothes that are able to withstand the elements ,since we deliver rain or shine.

Rewards: Helping our community's seniors and being a part of a program that helps to keep them in their homes by bringing the food to where they live. Experiencing the joy of helping others and giving back to the community. Connecting with new and passionate people who want to do good in the world, just like you!

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecoutny.org.



FOOD for Lane County Volunteer Job Description

Program: Senior Grocery

Volunteer Job Title: Senior Grocery Site Volunteer

Purpose: The Senior Grocery Site Volunteer helps out at designated Senior Grocery program sites; they help unload and distribute the food and may even do deliveries if needed. They play a vital role in making sure our community's seniors are receiving proper nutrition and food assistance even if mobility is an issue.

Location: There are many Senior Grocery program sites throughout Lane County that need the help of volunteers, including but not limited to: Eugene, Springfield, Florence, and some in more rural communities. Because we operate in many cities throughout Lane County, please contact the program coordinator to see about volunteer opportunities in your community.

Key Responsibilities:

- Helping unload the food and setting it up in the community room.
- Helping clients with their groceries, helping with deliveries, and answering questions as needed.
- Making sure receipts are signed and cleaning up after the Senior Grocery distribution.
- Assisting the Senior Grocery site coordinator as needed.

Time Commitment: Senior Grocery sites operate once per month on the same recurring day, for example: the second Thursday of the month. They operate for two to three hours and only happen Monday through Friday.

Qualifications: Ability to lift up to 40 pounds. Volunteers need to be respectful of all the clients and a sense of humor is always beneficial.

Support and training provided: All Senior Grocery volunteers must undergo a volunteer orientation with the program coordinator. If home deliveries are required at the site, then a background check will also be required. The site coordinator may also have additional training for volunteers at their specific site.

Age Requirement: 18 or older.

Certifications/licenses required: Senior Grocery volunteers need to fill out FFLC's volunteer application and additional forms. If your volunteer site requires home deliveries you will also need to undergo a background check. If your deliveries require you to drive you will also need a valid driver's license and vehicle insurance.

Dress Code: We recommend sturdy shoes and clothes that are able to withstand the elements since we operate rain or shine.

Rewards: Helping seniors in your community while getting to know new people. Being a part of a program that helps keep seniors in their homes and provides nutritious foods to some of our most vulnerable community members. Experiencing the joy of helping others and giving back to the community!

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: Summer Food Program

Volunteer Job Title: Kitchen Volunteer

Purpose: Help prep and package up to 3,000 meals daily for the Summer Food Program, which operates at 60 sites throughout Lane County during June through August.

Location: Meadow View School, 1855 Legacy, Eugene.

Key Responsibilities:

- Help package day's meal
- Help prep next day's meal
- Aid the kitchen cooks' in their day-to-day duties.

Time Commitment: The Summer Food Program runs from (usually) the fourth week of June through the third or fourth week in August. The Kitchen Volunteers would come any day, Monday through Friday from 8:00 to 12:00 noon. There is no minimum or maximum time commitment.

Qualifications: Kitchen Volunteers need to be 14 years of age or older unless accompanied by an adult. Food Handler's Cards are not necessary as all kitchen work will be done under supervision. Kitchen Volunteers must wear closed-toe shoes and clean clothing appropriate for working in the kitchen. Since this position groups people of different generations, cultures and experiences, the volunteer must be a team player.

Support and training provided: No training is required. The Kitchen Volunteer will work under the supervision of the Summer Food Program Volunteer Coordinator.

Age Requirement: Kitchen Volunteers need to be 14 years of age or older unless accompanied by an adult.

Certifications/licenses required: None necessary

Dress Code: Closed-toe shoes, tops that cover the torso, long hair tied back.

Rewards: This program has a great deal of potential benefits:

- For parents looking for a project to do with their older children
- Teaches children and youth about helping other children
- A great way to earn high school community hours!

- A wonderful program to do as a group or as a single person.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: FOOD for Lane County Kitchen

Volunteer Job Title: Day Kitchen Assistant

Purpose: Help FOOD for Lane County use food donations to make healthy, nutritious meals for the Dining Room, a meal site downtown for people experiencing homelessness.

Location: FFLC Kitchen, 770 Bailey Hill Road, Eugene 97402

Key Responsibilities:

- Clean and sanitize working surfaces
- Clean, peel, prep and chop fruits, vegetables and meats
- Practice good knife handling and safety skills
- Help sort food for meal productions
- Operate a commercial dishwasher
- Clean up at end of shift

Time Commitment: The Day Kitchen is open Monday through Friday 1:00-4:00 p.m. Volunteers can schedule for a weekly, biweekly, or monthly basis, or just one time.

Qualifications: Ability to stand for several hours at a time; ability to, move, bend, and twist during shift. Some lifting may be required, although volunteers can opt out of jobs that they do not feel physically capable of doing. Accuracy and care when using a knife and basic kitchen utensils. Prior restaurant experience is not required.

Support and training provided: Volunteers will receive an initial orientation. After that, there is great teamwork within the volunteer crew where more experienced volunteers can help out newer ones.

Age Requirement: The minimum age limit is 15 years old if unaccompanied by adult, 13 years old if with an adult.

Certifications/licenses required: New volunteers will receive basic training in food handling and food safety. A Food Handlers' Card is not required but is helpful if the volunteer has one.

Dress Code: Close-toed shoes are required while working in the kitchen. Most tasks also require wearing gloves, which are provided on site. Hair must be pulled back, and please leave jewelry (large rings, necklaces, dangling earrings) at home. Wedding rings are fine to wear as long as they won't punch through a glove. Please keep fragrances to a minimum.

Rewards: Be a huge support in the fight against hunger & know that your volunteer time helps get food to those who need it most. Enjoy working with other volunteers.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: FOOD for Lane County Kitchen

Volunteer Job Title: Evening Kitchen Assistant

Purpose: Help FOOD for Lane County recue food from hospitality industries, repack bulk items, sort fresh food donations, and pack food boxes.

Location: FFLC Kitchen, 770 Bailey Hill Road, Eugene 97402

Key Responsibilities: Tasks may vary from day to day depending on what donations come in, but in general, volunteers can expect to be responsible to:

- Clean and sanitize working surfaces
- Take food samples, transfer and pack prepared food items
- Repack bulk donations into family-sized portions
- Check dates and packaging on packaged products for usability
- Pack food boxes for particular programs
- Operate a commercial dish washer
- Clean up at the end of their shift

Time Commitment: The Evening Kitchen is open Monday through Friday from 6:00-9:00 p.m. Volunteers can schedule for a weekly, biweekly, or monthly basis, or just one time.

Qualifications: Ability to stand for several hours at a time; ability to, move, bend, and twist during shift. Some lifting may be required, although volunteers can opt out of jobs that they do not feel physically capable of doing. Accuracy and care when using basic kitchen utensils. Prior restaurant experience is not required.

Support and training provided: Volunteers will receive an initial orientation. After that, there is great teamwork within the volunteer crew where more experienced volunteers can help out newer ones.

Age Requirement: Volunteers of all ages are welcome. Children are welcome as long as they don't need to be carried and won't disrupt other volunteers (including their parents!). For this volunteer opportunity, there is no cooking or knife use, so it is a good place for children to volunteer—plus, they're fun to have in the kitchen.

Certifications/licenses required: New volunteers will receive basic training in food handling and food safety. A Food Handlers' Card is not required but is helpful if the volunteer has one.

Dress Code: Close-toed shoes are required while working in the kitchen. Most tasks also require wearing gloves, which are provided on site. Hair must be pulled back, and please leave jewelry (large

rings, necklaces, dangling earrings) at home. Wedding rings are fine to wear as long as they won't punch through a glove.

Rewards: Be a huge support in the fight against hunger & know that your volunteer time helps get food to those who need it most. Enjoy working with other volunteers.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: FOOD for Lane County Warehouse

Volunteer Job Title: Food Sorter

Purpose: Ever wonder what happens with all of that food that comes in on food drives? Help see how it gets sorted for distribution out to FOOD for Lane County's partner agencies.

Location: FFLC Warehouse, 770 Bailey Hill Road, Eugene 97402

Key Responsibilities:

- Examine food containers and products
- Check that they are in acceptable condition
- Isolate any food products on a current recall list
- Sort food according to FFLC guidelines
- Follow procedures for disposal of recyclable and non-recyclable materials
- Clean up at the end of the shift

Time Commitment: Sorters can volunteer at any time that is convenient for them between the hours of Monday through Friday 8 a.m. to noon.

Qualifications: Ability to read and understand English, good eyesight helps for that small print! Ability to lift 40 pounds safely. Ability to stand, move, bend, and twist during shift.

Support and training provided: Volunteers will receive an initial orientation. After that, there is great teamwork within the volunteer crew where more experienced volunteers can help out newer ones.

Age Requirement: 18 years or older

Dress Code: Close-toed shoes are required while working in the warehouse. It can get chilly, so we also recommend warm clothing.

Rewards: Be a huge support in the fight against hunger & know that your volunteer time helps get food to those who need it most. Enjoy working with other volunteers.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.



FOOD for Lane County Volunteer Job Description

Program: FOOD for Lane County Development Department

Volunteer Job Title: Events Assistant

Purpose: Assist with one or more of FOOD for Lane County's fundraising and community awareness events throughout the year.

Location: Major events include Chefs' Night Out (Hult Center), Empty Bowls Sale (The Dining Room), Empty Bowls Auction (FFLC Warehouse), Spring Plant Sale (GrassRoots Garden), Summer Plant Sale (Youth Farm)

Key Responsibilities: Event volunteer can help out with a variety of tasks, depending on their interests and availability. Some examples may include:

- Setting up prior to the event
- Creating decorations, signs, or event materials
- Greeting or directing event attendees
- Serving food (depending on event)
- Helping event coordinators
- Cleaning up after the event

Time Commitment: Varies for each event.

Qualifications: Ability to follow directions, smile, and have a great time helping out.

Support and training provided: We provide "just in time" training for event volunteers. An event coordinator will orient volunteers to their roles during their volunteer shifts.

Age Requirement: Generally open to all ages.

Dress Code: Appropriate dress will vary by event; all volunteers will be informed of what will be appropriate ahead of time. In general, work involving the kitchen or serving food needs close-toed shoes.

Rewards: Be part of team to pull off a successful event to support FOOD for Lane County's fundraising efforts. Help educate our community about who we are and what we do.

Questions? Please call our Volunteer Coordinator at 541-343-2822 or volunteer@foodforlanecounty.org.

FOOD for Lane County Gardens Program Volunteer Job Description



Job Title: Seed to Supper Garden Educator; 5-week series

Position Summary:

In teams of 2 to 3, Seed to Supper volunteer Garden Educators will teach the 5-week Seed to Supper Basic Gardening series for adults gardening on a budget. Classes will be held throughout Lane County in collaboration with a variety of host agencies.

Responsibilities:

- Teach and/or observe classes about gardening on a budget to groups of 8-25 adults
- Cover all information in the course
- Pick up and return course materials from FOOD for Lane County
- Distribute and collect course evaluations from participants
- Complete a weekly report and end of course evaluation

Qualifications:

- Strong interpersonal skills and communication skills
- A strong interest in supporting community food security
- Gardening or agricultural experience, preferably experience gardening in the Pacific Northwest
- Experience working with people from diverse economic, racial and cultural backgrounds
- Experience teaching adult learners

Time Commitment:

- 2.5 hours per week (not including travel time) for 5 weeks, plus orientation and training time

Resources Provided:

- Seed to Supper Garden Educators must attend a training. Currently, the training is scheduled for January 24, 2015 from 10am-3pm.
- Ongoing mentoring, supervision, evaluation and training will be provided as needed by the FFLC Gardens Program Manager
- All course materials – outline, visuals, handouts, etc. will be provided

*Note: FOOD for Lane County does not reimburse expenses incurred by volunteers in driving to the course (gas, parking fees, tickets or costs resulting from an accident).

How does this help Oregon Food Bank and FOOD for Lane County?

At Oregon Food Bank, our goal is to create a long-term solution to hunger by giving people the confidence and ability to be more resilient to economic hardship. Seed to Supper garden educators support participants as they learn to plan, plant and harvest their own fresh garden produce—ultimately increasing access to fresh fruits and vegetables and improving overall food security.

FFLC Staff Contact:

Jen Anonia, Gardens Program Manager
gardens@foodforlanecounty.org; 541-343-2822, x314