COUNCIL ON AGING
OF CENTRAL OREGON

LA PINE COORDINATOR SUPPORT
JOB DESCRIPTION

POSITION SUMMARY
Looking for a rewarding way to give back to your community? The La Pine Coordinator Support position is a meaningful part-time opportunity to work alongside dedicated staff and volunteers while helping improve the daily lives of older adults in Central Oregon. Through Meals on Wheels, a national program overseen locally by the Council on Aging of Central Oregon, you'll play a role in delivering nutritious meals and regular connection to homebound community members across the region.

The La Pine Coordinator Support team member works closely with the La Pine Site Coordinator to support the preparation and distribution of supplemental meal items for Meals on Wheels clients. This position also assists with meal packing and provides coverage for the Site Coordinator when necessary to ensure continuity of service. This position is located in La Pine.

HOURS
Seven hours per week plus extra hours when site coverage is needed.

COMPENSATION
$16.00 to $17.00 per hour

ESSENTIAL DUTIES AND RESPONSIBILITIES
The essential functions include, but are not limited to the following:

Food Preparation and Distribution

- Work with site coordinator to make salad boxes for Meals on Wheels
- Assist site coordinator in packing meals
- Ensure compliance with food handling and storage regulations
- Assist site coordinator in maintaining successful health department survey inspections
- Manage, rotate, and date all inventory, as required, to ensure freshness and safety of food

Other duties

- Attend monthly staff meetings and nutrition meetings
- Maintain a high level of professionalism and confidentiality with clients and client records
- Maintain a positive and productive working relationship with colleagues and volunteers at all times
- Cover for the site coordinator when needed
- Conduct other responsibilities as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma and two or more years of food service supervisory experience; or equivalent combination of education and experience
- Possess or be able to acquire an Oregon Food Handler's card or ServSafe Certification
- Current knowledge or the willingness to learn food preparation, sanitation and safety processes and regulations in a commercial kitchen
- Skilled in customer service and problem resolution
- Ability to work independently with minimal supervision
- Ability to communicate effectively with staff, volunteers, and clients
- Strong organizational, planning, and prioritization skills
- Possess a general understanding of the needs and challenges of older adults

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying, and relocating up to 30 lbs.
- Vision abilities required, including close vision, distance vision, and ability to adjust focus.
- Finger dexterity for activities such as typing, use of computer mouse, recording money, grasping, and repetitive motions.
- This work is performed both indoors and outdoors with exposure to motor vehicles.
- Able to withstand extreme temperatures, hot and cold.

TO APPLY

Send resume and cover letter to Cathy Lang at clang@councilonaging.org and Denise Mitchell at dgoss@councilonaging.org