

Okanogan County Community Action Council

Recruitment Announcement for Nutrition Programs Lead

OCCAC Mission: Leading a revolt on poverty through education, empowerment, and engagement.
OCCAC Values: Integrity. Accountability. Advocacy. Community.

The Nutrition Programs Lead position will be responsible to assist the Nutrition Programs Manager with the operation and oversight of all Nutrition Programs, including the Food Bank Warehouse and Distribution Center. The Lead will be responsible for monthly data collection, regular outreach and partnership building and development, as well as food pantry training and compliance for and with all the partnered food pantries in Okanogan County.

Salary Range: \$25.00 - \$36.00 per hour DOE with a starting range \$25.00 - \$27.00 per hour (DOE) with medical, dental, vision, Simple IRA, and IRA Match. Non-Exempt

Deadline for Application: December 1, 2023, for first review. Position open until filled. Email cover letter, resume, and three professional references to HR@occac.com and/or call 509.422.4041 or 509.283.1046 with questions.

For a complete Job Description, go to www.occac.com/about-us/employment/

About Okanogan County:

Okanogan County is for the adventurous. Seventy percent of the land is state and federal forest with limitless recreation opportunities for fishing, hunting, hiking, biking, horseback riding, and more. You will find wide-open spaces teeming with wildlife, spectacular scenery from the Columbia River to the mountain peaks of the North Cascades, and family fun for all.

To learn more, go to www.okanogancounty.com and www.okanogancounty.org

Job Description

Position title	Department	Reports to
Nutrition Programs Lead	Nutrition	Nutrition Programs Manager
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time – 40 hr/wk	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	11/15/2023

Position Summary

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Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Administer Nutrition Program grant compliance, reporting, and applications.
- Communicate with Food Pantry volunteers and agency staff to facilitate food purchases and distribution.
- Facilitate increased communication, donations, and volunteer efforts between all food related programs.
- Ensure inventory has been completed accurately and prepare timely required reports for the nutrition programs.
- Record, track and balance county wide Food Bank and Pantry donations received with financial reports monthly.
- Assist in planning, coordinating, and participating in meetings pertaining to all Nutrition Programs.
- Assist Nutrition Programs Manager with gathering information and completing forms needed to submit for new contracts, contract renewal and tracking, and contract closing.
- Be courteous to clients and staff in all interactions and maintain confidentiality of client information, never discuss personal information or details to anyone outside of OCCAC staff (this includes volunteers, food pantries, other clients, etc.)
- Be knowledgeable about all Nutrition Programs, be able to inform and explain to clients “best practices” in specific topic(s).
- Assist in recruiting, training, and coordinating any program support volunteers.
- Assist with classes on different topics revolving around food and nutrition, including but not limited to gardening, preserving, cooking, storing, safety and nutrition.

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- Complete monthly reporting forms in a timely manner (all due BY 3rd of following month).
- Track data of clients and programs.
- Work with Facilities Manager on routine parking lot and sidewalk clean up including light snow and debris removal.
- Tracking, monitoring, delivering and pick up of Nutrition vehicles for maintenance, inspection and/or repair appointments, as well as turning in mileage logs for each vehicle (Due first working business day of the month)
- Reaching out to and working with current grocery rescue partners as well as to new and potential stores (Grocery, Convenience, Other) to begin partnering with.
- Tracking and updating all program partnered farms annually, as well as reaching out to new and potential farms to build those relationships for donations, purchases and gleaning.
- Coordinate Senior Food Commodities Program (CSFP) including data tracking, inventory, ordering and compliance.
- Work with Nutrition Programs Manager and Finance Director to learn budgeted programs.
- Track Farm to Food Pantry information including contracts and controlling incoming products, along with compliance and attending any/all meetings/trainings.
- Track LFPA/LFPA Plus information including contracts and controlling incoming products, along with compliance and attending any/all meetings/trainings.
- Work with Support Specialist to learn, be familiar with and able to do all aspects of Support Services position if needed.
- Outreach and partnership building relationships at Okanogan County's most rural areas, ensuring proper food coverage for all parts of the county and making plans and changes with Nutrition Programs Managers approval on ways to improve and implement.
- Create, plan, and implement various county wide Food Drives for the Food Bank Warehouse and Distribution Center.
- Develop a county-wide volunteer recruitment program for all food pantries.
- Research, and if feasible, start Eastern Washington gleaning network to join with Washington Gleaning Network to build and assist farm base and improve the amount of produce received from local farms.
- Scheduling all Food Pantry pickups and deliveries to/from the Food Bank and Distribution Center.
- Work with Nutrition Programs Manager to develop a sustainable food program for low-income clients in the community to benefit from in Okanogan County.
- Serve as back-up to the Nutrition Programs Manager and Nutrition Staff as needed.
- Willingness to expand knowledge base and participate in any needed training.
- Acquire valid CPR & First Aid certifications within 120 days of employment.
- Acquire a Food Worker's permit from the Health Department
- Must be able and available to work evenings and weekends as needed.
- Other duties as assigned.

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Minimum Qualifications (Knowledge, Skills, and Abilities)

- Associate degree, or equivalent in hospitality, food service, or other closely related fields desired.
- Valid Washington State driver's license with acceptable driving record, and current/valid Washington Auto Insurance coverage.
- Staff lead/supervision experience of at least 2 years preferred.
- Experience working in nonprofit or government food service programs.
- Advanced communication skills.
- Advanced computer skills (Microsoft Office Suite with strengths in Word and Excel, Adobe Acrobat (PDF), scanning/copier functions, etc).
- Ability to lead a team.
- Ability to prioritize.
- Marketing, fundraising, and/or outreach experience of at least 2 years preferred.
- Problem solving abilities.
- Flexible working schedule.
- Willingness and ability to travel on Agency business.
- Ability to speak Spanish preferred.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Constant standing, walking, sitting, talking, bending, and kneeling.
- Minimal to moderate climbing up/down ladders as needed.
- The noise level is minimal regularly, moderate if in the warehouse and the forklifts are in motion.
- Employees will occasionally need to lift and/or move objects up to 50 pounds and seldom lift and/or move objects up to 75 pounds.
- Temperature when in the office is controlled, when working outside and/or with farms, grocery rescues, partners, etc. temperature can vary with seasonal weather and climate for Eastern Washington.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this position successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This

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document does not create an employment contract, implied or otherwise, other than an at-will relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.