



Position Title: Sunday Sandwiches Coordinator

Salary/Compensation: \$18.00 - \$23.00 DOE

Hours per Week: 20 hours

Reports to: Executive Director

Position Description:

The Encompass Yamhill Valley (EYV) Sunday Sandwiches Coordinator is a part-time, non-exempt position that is responsible for overseeing the planning and operations of the *Sunday Sandwiches* food assistance program. *Sunday Sandwiches* is a free community meal program that provides a hot meal and cold takeaway meal for guests on Sunday afternoons between 1:00pm-3:00pm in the McMinnville Cooperative Ministries parking lot, located at 544 NE 2nd Street in McMinnville. This position will be assisted by Peer Support Specialists (PSS) and Certified Recovery Mentors (CRMs) in developing relationships with guests and clients, and to facilitate referrals to other programs, services, and partners as requested.

Responsibilities:

- Ensure that food preparation, service, storage, and sanitation are performed according to Oregon Health Authority (OHA) Food Safety guidelines
- Prepare a weekly large scale and well balance meal for approximately 60 people
- Manage relationships with partners and donors
- Pick up weekly perishable food donations from YCAP Food Pantry
- Transportation of food and supplies
- Recruit, train, and manage volunteers
- Manage the set-up and take-down of weekly *Sunday Sandwiches* program site
- Maintain EYV vehicle used for Sunday Sandwiches
- Manage and stock inventory and maintain cleanliness and organization of storage facilities
- Update and manage food assistance recipe book and food program guide

Knowledge, Skills, and Abilities:

- Peer support specialist and/or background in mental health and/or recovery services preferred
- Ability to remain solution-oriented and manage frustration
- Skilled at problem solving and innovative thinking
- Highly compassionate, positive, reliable, patient, attention to detail
- Experience working with people from different backgrounds
- Ability to make personal relationships with clients and partners
- Maintain strict client confidentiality

- Knowledge and skill sufficient to use community resources necessary for independent living and ability to teach those skills to other individuals
- Bilingual English/Spanish is beneficial

Technical skills required:

- Experience in commercial cooking and menu planning
- Microsoft Office Suite

Work environment:

- Mobile position, work from home, executive director's home, Sunday Sandwich location
- Driving locally in Yamhill County to client and partner locations
- Computer provided, cell phone allowance, mileage reimbursement
- Criminal background check will be conducted on applicable candidates

Certifications, Licenses, Registrations:

- Valid OR State Driver's License and auto insurance is required
- OR Food Handler Card or ability to obtain
- CPR/First Aid/Narcan certified or ability to become certified

Benefits

- Flexible Work
- Paid Time Off (PTO)
- Relaxed Dress Code
- Mobile phone monthly stipend
- Mileage reimbursement
- Training/Advancement Opportunities
- Paid holidays
- Health Insurance with low deductible

About Encompass Yamhill Valley

Encompass Yamhill Valley (EYV) was developed to provide housing and vital support services to individuals and families experiencing homelessness in Yamhill County. EYV operates county-wide, mobile-based outreach services designed to connect the most vulnerable members of our society with the programs and services they desperately need. Current programs include peer counseling, food and meal distribution, court advocacy, mental health and substance abuse treatment referrals, free health care referrals, emergency shelter, gas and transportation vouchers, and safe overnight car camping.