

## **FOCUS Churches of Albany is Hiring!**

### **Breakfast Program Coordinator**

FOCUS is seeking to hire a **Breakfast Program Coordinator**, a part-time position (16 to 20 hours per week).

The Coordinator's responsibility is to provide leadership and oversight of the Breakfast Program that provides hot breakfasts and bag lunches to as many as 150 to 200 individuals three days per week. The Coordinator will collaborate with volunteers and staff to ensure the smooth operations of meal preparation and distribution (mostly done by volunteers) and the creation of a safe and welcoming environment for guests, volunteers and staff. Ensuring compliance with COVID-19 health & safety protocols among guests, volunteers and staff is very important. Supervisory experience is required. Experience in working with low-income and diverse populations is preferred. Since the Coordinator will make weekly shopping trips, the applicant must have a valid driving license and access to a vehicle.

**Mondays, 9:30am to 12pm**

**Tuesdays, Wednesdays, and Thursdays, 5:45am to 10am**

**Compensation:** Coordinator of Breakfast Program will be paid an hourly rate of \$18.00 to \$20.00 per hour, depending on experience.

**Interested in applying?** All interested applicants may email their resume to:  
[info@focuschurches.net](mailto:info@focuschurches.net)

FOCUS Churches of Albany  
275 State Street, Albany, NY 12210  
(518) 443-0460  
[info@focuschurches.net](mailto:info@focuschurches.net)

FOCUS is an Equal Opportunity Employer and believes that diversity and inclusion among our employees is critical to our mission.



## FOCUS Churches of Albany

### LIST OF DUTIES for Breakfast Program Coordinator

FOCUS Churches of Albany is a nonprofit, faith-based organization that operates a food pantry and a breakfast program for individuals and households who are food insecure in downtown Albany.

FOCUS is seeking to hire a **Breakfast Program Coordinator**, a part-time position (16 to 20 hours per week).

## BREAKFAST PROGRAM

The Coordinator's responsibility is to provide leadership and oversight of the Breakfast Program that provides hot breakfasts and bag lunches to as many as 150 to 200 individuals three days per week.

The Coordinator will collaborate with volunteers and staff to ensure the smooth operations of meal preparation and distribution (mostly done by volunteers) and the creation of a safe and welcoming environment for guests, volunteers, and staff. Ensuring compliance with COVID-19 health and safety protocols among guests, volunteers, and staff is especially important.

Supervisory experience is required. Experience in working with low-income and diverse populations is preferred.

### 1. Days/Times for Breakfast Program Coordinator

The Breakfast Program Coordinator position will require a range of 16-20 hours per week among the days/hours as follows:

*Breakfast Program Winter Hours: (usually, November to mid-April)*

**Mondays, 9:30 a.m. to 12 p.m.**

**Tuesdays, Wednesdays, and Thursdays, 5:45 a.m. to 10 a.m.**

*Breakfast Program Summer Hours: (usually, mid-April to end of October)*

**Mondays, 9:30 a.m. to 12 p.m.**

**Tuesdays, Wednesdays, and Thursdays, 6:15 a.m. to 10 a.m.**

The Coordinator remains on site until the guests leave, supplies are put away, all areas are cleaned, and items are set up for the following day.

**Staff meetings:** The Coordinator is expected to attend a monthly staff meeting for FOCUS Churches and a weekly meeting with their direct supervisor, the Assistant Director.

## **2. Breakfast Oversight (high-level list of key responsibilities for Breakfast Program Coordinator)**

- The Breakfast Program Coordinator will ensure all supplies for the day are available to cooks and setup teams.
- Ensure supplies for lunches are available to volunteers.
- Provide direction, as needed, for new volunteers or in the case of changes in food or other circumstances.
- Arrange fill-in for any missing volunteers (e.g., sick calls), which may require Coordinator to provide hands-on assistance.
- Ensure dining area and distribution area are set up and ready by start time.
- Ensure a volunteer is available at entry to manage sign-in sheet and sandwich table.
- During winter, ensure safe space for early arrivals on cold mornings.
- During Breakfast, be a welcoming presence to guests and be available to volunteers for their questions, concerns, or needs.
- Be alert to potential situations that might lead to conflict (e.g., people yelling in anger, guests wandering away from breakfast area, etc.). Be ready to de-escalate situations by providing leadership to address issues.
- Welcome outreach workers and collaborate with them to ensure guests have needs addressed. (For instance, help to link guests and neighbors with local resources.)
- Schedule and welcome outside organizations who may visit to provide services for our guests.
- Keep data on number of guests each day and share with Assistant Director weekly.
- Coordinate with Assistant Director to ensure necessary food and supplies are ordered. Maintain inventory of food and supplies in storage room. Ensure guest statistics are maintained and kept up to date.
- Make weekly shopping trips for food and non-food items not available through the Regional Food Bank, Food Pantries of the Capital Region, our produce vendor, and other vendors.

## **3. General Duties for Breakfast Program Coordinator**

- The Breakfast Program Coordinator maintains regular communication with immediate supervisor: Assistant Director of FOCUS Churches.
- Communicate with Volunteer Coordinator on a regular basis to ensure appropriate coverage.

- Communicate with Outreach Coordinator on a regular basis.
  - Assist outreach workers with intake documentation for Breakfast guests.
  - Communicate with Westminster Presbyterian Church on any issues/scheduling related to the kitchen, breakfast area, and storage room.
  - Document daily issues (logbook).
  - Coordinate with the Pastoral and other resource staff on site during the breakfast.
  - The Coordinator will order food and non-food items. Because this position involves making weekly shopping trips, we prefer the applicant has a valid driving license and access to a vehicle. FOCUS reimburses travel at the federal standard mileage rate.
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**Compensation:** Coordinator of Breakfast Program will be paid an hourly rate of \$18.00 to \$20.00 per hour, depending on experience and education.

**Interested in applying?** All interested applicants may send a letter of interest and resume to: [info@focuschurches.net](mailto:info@focuschurches.net) If you have questions about this position, feel free to send them to the email address.

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FOCUS is an Equal Opportunity Employer and believes that diversity and inclusion among our employees is critical to our mission.

FOCUS Churches will not tolerate discrimination based on race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, gender expression, or transgender status), national origin, sexual orientation, physical or mental disability, age, protected genetic information, status as a parent, marital status, or political affiliation. In addition, FOCUS Churches will not permit harassment- sexual or nonsexual - of any employee or applicant for employment.