

OPPORTUNITIES AT THE CARVER CENTER

FOOD SECURITY & NUTRITION DEPARTMENT: Carver has an immediate need for a part time, bilingual Site Manager for our Dinner at Noon Program. Every Saturday from September to June (10 a.m. – 2 p.m.); and 1 – 2 flexible hours on Thursdays (remote or in-person).

About us: The Port Chester Carver Center builds brighter futures by serving, educating, and empowering Port Chester residents. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center’s programs and services meet the holistic needs of people at every stage of life. Carver Center’s programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

Position Overview: The Carver Center Site Manager represents Carver Center in the Port Chester community by managing *Dinner at Noon*, a weekly, sit-down community meal served to residents in need on Saturdays. These weekly meals are staffed by volunteer groups on a rotating basis. Dinner at Noon is one of Carver Center’s initiatives to address increased food insecurity in Port Chester. The Dinner at Noon Site Manager should have strong people management skills and a passion for working with the community in programs that address food insecurity.

Position Specific Duties/Responsibilities:

- Create and ensure a healthy, safe and welcoming environment for Dinner at Noon guests and volunteers.
- Greet Dinner at Noon guests and ensure all health protocols are followed.
- Manage and resolve guest concerns, issues and challenges
- Supervise and assist volunteer groups in all aspects of Dinner at Noon, including: dining room set up, food and drink preparation, meal plating and serving, bagging leftovers for our guests, and clean up.
- Meet (in-person or by Zoom) with Programs & Services Manager during the week (preferably Thursdays) to prepare for weekly Dinner at Noon.
- Maintain inventory service and cleaning supplies.
- Collect data as needed.
- Ability to pick up donations for delivery to Carver Center if needed.

Physical and Sensory Requirements:

- Must be able to stand and walk for extended periods.
- Must be able to lift 30 pounds.

Position Qualifications:

- Bilingual English/Spanish required
- Valid driver's license preferred

- Must be a self-starter who is comfortable in a public-facing position, flexible, and capable of creating a welcoming and safe environment for Dinner at Noon guests and volunteers.
- Ability to communicate effectively and be courteous in all dealings with clients, staff, and volunteers.
- Demonstrate professional and ethical standards including confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, and timeliness in respect to deadlines, and respectfulness toward others.
- An interest in nonprofits, food security and nutrition, and community building.

Dinner at Noon programming dates are September to June except for November 25, December 23, December 30, and May 25.

Rate: \$20/hour

How to Apply: Email/call Karina Lehan, Programs & Services Director, klehan@carvercenter.org, 914/305-6024.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

PORT CHESTER CARVER CENTER
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