Food Services Department: Carver Center has an immediate need for a Part Time Hourly Bilingual (English/Spanish) Site Manager for our Dinner at Noon Program beginning immediately. Required hours are Saturdays from September to June (9:30am – 2pm); and 1-2 hours (remote or in-person).

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 Sr Director of Programs during the week to prepare for the weekly Dinner at Noon.
- Maintain inventory service and cleaning supplies.
- Collect data as needed.
- Use Link2Feed online portal to register and check in clients.
- 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 of time.
- 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.

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

Carver Center employment policy requires the completion of a full background check prior to hiring, as well as references.

Rate: $20 - $22.50/hour

How to Apply: Email your resume to Karina Lehan, Sr. Director of Programs, klehan@carvercenter.org.