

Our Daily Bread Dining Room of MOT, Inc

Administrative Coordinator

Compensation:

- Wage: within a range of 19.25/hour to 21.65/hour commensurate with qualifications.
 - Bi-Weekly pay cycle with the two weeks ending at 12:00AM (Midnight) Saturday.
 - Payday is the Friday after the end of a two-week cycle.
- Paid Time Off (PTO) to be taken in a minimum of 4-hour intervals.
 - 40 hours awarded after 6 months of service.
 - 80 hours awarded after 12 months of service.
 - 80 hours awarded thereafter annually on the hiring anniversary date.
 - Maximum carry forward of unused hours to the next year of 20 hours.
- Formal, written evaluations will occur at 90 days, at 6 months, and at 1 year of employment.
 - Thereafter formal, written evaluations will occur annually on the hiring anniversary date.
 - Evaluations will be conducted by a minimum of 2 members of the Executive Committee of the Board.
- May eat meals at ODB as desired.

Requirements / Prerequisites:

- Physical capacity to bend, climb stairs, stand for extended periods, lift packages up to 30lbs.
- ServSafe certified or willing to secure certification within 3 months of hire.
- Associate Degree or equivalent college hours.
- 2 years nonprofit or hospitality experience.
- Proficiency with a variety of technology applications including Word and Excel.
- Proficiency with social media.
- Solid written and oral communication skills.
- Flexible work hours. Ideally on site work hours 10:00 AM – 4:00 PM daily Monday through Friday plus additional hours as needed to cover ServSafe emergencies or special projects. Total hours are NOT to exceed 40 per week.
- Hold a valid Driver's License.
- Attire to be casual, following food safety standards, while working in and around Our Daily Bread. Attire to be "Business Casual" when representing ODB externally.
- Administrative Coordinator may not be related to a current board member in any of the following ways:
 - Spouse or Partner, Father or Mother, Brother or Sister, Son or Daughter, Uncle or Aunt, Grandson, or Granddaughter, Grandfather or Grandmother.
 - The current or former Spouse or Partner of any of the above
 - A Partner is defined as another person sharing the same physical abode.

Areas of Responsibility

- **Volunteers** -
 - Manage all aspects of volunteers, including cooks and ServSafe managers, including, but not limited to
 - Recruiting
 - Training – conduct in-person and online training.
 - On-boarding
 - Scheduling - utilizing Sign Up Genius application.
 - Communicate changing needs to volunteers.
 - Deploy them appropriately.
 - Address identified needs and concerns.
 - Meet regularly with Kitchen Managers and ServSafe managers.

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Volunteers (continued) -

- Maintain frequent communication with each service group's point of contact.
 - Identify and address mutual problems and concerns.
 - Propose and implement amicable solutions.
 - Thank each group regularly for their service.
- Develop and implement strategies for seeking input from guests and volunteers.
 - Make incremental improvements based on feedback received.
- Communicate regularly with the volunteer base to keep them apprised of the current and changing objectives of the organization.

• Operations -

- Coordinate the preparation of the monthly menus and ingredients with kitchen managers.
 - Publish menus.
 - Ensure all ingredients are available for each meal.
- Perform all aspects of purchasing.
 - Review inventory for
 - menu ingredients
 - equipment
 - supplies.
 - Account for all items received.
 - Assign appropriate budget categories to receipts.
 - Record expenses and monitor against budgetary guidelines.
 - Match receipts to the monthly credit card statements.
- Ensure operations comply with ServSafe standards at all times.
- Document and report all significant incidents, risks, and complaints to the Board.

• Facilities and Equipment -

- Conduct monthly preventive maintenance checks of the facility.
- Inspect equipment each week to ensure it is clean and in good working order.
- Coordinate necessary preventative service with appropriate vendors.
- Report breakdowns and proposed Capital Improvements to the designated Board member.
- Ensure the facility and equipment is clean, safe, and complies with Delaware DHSS Division of Public Health regulations.
- Accompany representatives conducting state, county, and health department inspections.
 - Make the results available to the Board.
- Interface regularly with the staff of the Town of Middletown regarding facility concerns and issues.
- Receive applications for community use of the building.
 - Approve or deny using established Board guidelines.
 - Receive Certificates of Insurance.
 - Report the status of all applications to the Board.
 - Report any community use incidents or problems to the board.

• Donors, Grantors, and Community -

- Enter all donors and donations into the DonorPerfect database.
- Send acknowledgements for all gifts received.
- Identify potential grant opportunities.
 - Organize the resources needed to capitalize on these opportunities.
 - Complete and submit grant applications with the advice and consent of the Board.
- Prepare quarterly reports on fund development progress.
 - Report the same to the Board of Directors

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- Ensure compliance with all grant requirements.
 - Maintain all necessary documentation in an organized manner to back up grant requirements.
- Serve as ODB's face in the community.
 - To further ODB's mission and better serve our guests, engage with:
 - local businesses
 - governmental leaders
 - other non-profit leaders
- Work closely with the Board on regular messaging to volunteers, donors, foundations, community members and regulatory bodies through surveys, website updates, and social media platforms.
 - Regularly (weekly) update social media presences on platforms approved by the Board.
 - Create and distribute a quarterly newsletter.
 - Coordinate with local media (print, radio, etc.) for the advertising and promotion of:
 - events
 - fundraisers
 - community outreach.
- Take the lead in the planning and executing ODB events.
 - Work with the Board to secure the support needed to ensure success.
 - Be present at all fundraising events.
 - Time spent here will be compensated for by time off from regular Monday – Friday duties.
- **Administrative** -
 - Prepare and submit a weekly work schedule to the Executive Committee.
 - Record weekly time spent by area of responsibility.
 - Identify key initiatives to be undertaken in the coming week.
 - Submit the report to the Executive Committee each Tuesday.
 - Ensure reports and filing are complete and up to date weekly.
 - Ensure reports and records are in order and easy to access, as needed, by:
 - Regulators
 - Board Members
 - ServSafe Managers
 - Attend all Board Meetings
 - Prepare and deliver a written report containing:
 - Significant initiatives.
 - Summary of grants and donations received.
 - Summary of significant expenses incurred.
 - Key challenges in the past month.
 - Attend Executive Committee meetings upon request.
- **Other** –
 - Additional relevant tasks and duties as assigned by Executive Committee.