**Employment Opportunity**

**Meals Coordinator-ACC**

$14.00 – 17.00 per hour DOQ. This is a part time, non-benefited, non-represented position.

The City of West Linn is seeking an exceptional Meals Coordinator for the West Linn Adult Community Center.

Under the general supervision of the Assistant Parks and Recreation Director and the Adult Community Center Recreation Coordinator the Meals Coordinator coordinates the operation of the nutrition program at the Adult Community Center. Coordinator oversees preparation and service of foods, including on-site meals. Maintains high standards of kitchen sanitation and safety. Handles ordering of foods and kitchen supplies according to operating budget. Oversees the maintenance of the Adult Community Center’s kitchen equipment and other responsibilities/tasks as required.

Hours are approximately Mon, Wed & Fri from 8:30am till 1:30pm.

Interested and qualified individuals must submit: A cover letter, completed City of West Linn application, signed Essential Functions Form, Veterans Preference Form if applicable to the Human Resource Department, West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068, by 4:00 pm Tuesday November 25, 2014. Application packets are available at **http://westlinnoregon.gov**, or by calling (503) 657-0331. EEO

*Veterans Preference: The City of West Linn provides qualifying veterans and disabled veterans with preference in employment in accordance with state law. Any candidate wishing to have their qualifying veteran’s preference applied to the process must submit a qualifying document (DD Form 214 or 215) at the time of application, providing proof of eligibility that includes discharge status. Disabled veterans must also submit a copy of their Veteran’s disability preference letter from the US Department of Veterans Affairs at the time of application, unless the information is included in the DD Form 214 or 215.*