

Gleaners Community Food Bank of Southeastern Michigan Job Description

Job Title: Agency Partner Nutrition Coordinator
Reports To: Program Department Manager
FLSA Status: Non-Exempt
Department: Programs
Last Update: September 2015

The Nutrition Coordinator is responsible for executing the activities of the specific program for which they are assigned.

Essential Duties and Responsibilities

1. Complete assignments related to grant goals.
2. Implement programs according to prescribed guidelines.
3. Track metrics as required, complete monthly reports and complete other required documentation of program implementation.
4. Communicate and coordinate activities with external partners as required by Gleaners programs.
5. Create opportunities for program integration with other Gleaners programs.
6. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
7. Other duties as assigned.

SNAP-ED Agency Partner Nutrition Coordinator Key Functions:

1. Provide nutrition environment assessments for Gleaners agency partner food pantries.
2. Develop action plans with partner staff and volunteers for increased nutrition marketing and education in the pantry environment.
3. Produce nutrition promotional materials and assist with implementation of action plans in the pantries in order to empower clients to make better nutritional choices.
4. Develop training for food pantry staff and volunteers regarding nutrition promotion.
5. Provide demonstration of recipe tasting and other nutrition promotion activities in pantries using safe food handling guidelines and regulations.
6. Create weekly work-plan and schedule.
7. Participate in program, department and agency meetings and trainings as required.
8. Good communication and interpersonal skills; comfort and enjoyment working with people of diverse backgrounds.
9. Ability to work independently.
10. Requires flexibility of scheduling including evenings and occasional weekends.

Scope of Position:

Budgetary Responsibility: Low
Personnel Responsibility: Low
Access to Confidential Info: Moderate
Supervisory responsibility: Low
Community contact: High
Donors: Moderate
Volunteers: Moderate
Food Partners: High

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience

1. Bachelor's Degree in Nutrition, Dietetics, Public Health, Health Education or other related field.
2. Ability to work with diverse populations
3. Must be able to meet flexible scheduling demands of programs with some evenings and weekends.
4. Valid driver's license and proof of insurance
5. Culinary or food service experience and/or ServeSafe certification desirable.

Language Ability

Excellent verbal and written communication skills; with the ability to write routine reports, and correspondence are required. Strong interpersonal skills with all contacts, internal and external, are required.

Math Ability

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Basic knowledge of bookkeeping desired.

Reasoning Ability

Strong analytical skills are required. Ability to proactively address and creatively solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient in Microsoft Office.

Work Environment

The standard work environment is an office setting with fluorescent lighting and temperature and humidity controlled by air conditioning and heating. The noise level in the work environment is usually low. The employee will occasionally be required to perform duties in other settings (i.e. Warehouse or industrial environments, food pantries, schools, other community settings.)

Physical Demands

The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is frequently required to speak, hear and use hands. Moderate amounts of walking as well as long periods of sitting or standing are occasionally required.