

Gleaner Community Food Bank of SE MI

Job Description

Job Title: Youth and Nutrition Programs Coordinator I – Oakwood Health Care
Reports to: Cooking Matters™ Manager
FLSA Status: Non-Exempt
Department: Youth and Nutrition Programs

Coordinators exemplify the values of the mission in performance of their responsibilities. Demonstrates and supports the Gleaners mission, vision and values throughout all professional responsibilities and activities.

Scope of Position: (indicate low, moderate, high or none for each area)

Budgetary Responsibility: moderate

Personnel Responsibility: low

Access to Confidential Info: low

Supervisory responsibility: low

Community contact: Donors: low Volunteers: low Food Partners: moderate Agencies: High

Summary:

Coordinates and implements Share Our Strength's Cooking Matters™ program. Cooking Matters (CM) is a program of Gleaners Community Food Bank of SE MI in partnership with Share Our Strength (SOS), a national anti-hunger organization. The program teaches healthy cooking, nutrition and food budgeting to low-income people who are most at-risk of hunger and malnutrition. This position is responsible for implementing thirty-five CM course series annually in partnership and under the direction of Oakwood Health Care. The Program Coordinator is responsible for coordinating and facilitating classes, as well as maintaining relationships with partnering agencies, and working closely with nutrition educators. This position is responsible for all aspects the day-to-day operations of the CM program. Duties and responsibilities include the following essential duties. Other duties may be assigned.

1. Works in concert with Oakwood Health Care team to deliver cooking and nutrition information to low income families in the Oakwood Health Care service area.
2. Cultivates relationships with community organizations through speaking engagements, nutritional education and other activities, representing both Oakwood Health Care and Gleaners Community Food Bank of SE MI.
3. Implements Cooking Matters program in accordance with stated national program implementation guidelines. Coordinate and facilitate 4-5 CM classes per week with Oakwood Health Care team. Coordinates class logistics including frequent communication and planning with nutrition instructor and community site coordinator.

Prepares materials and supplies for classes including buying food, transporting supplies, preparing written materials and completing required evaluations. In partnership with the nutrition educator, teach basic nutrition, culinary and food management skills to low income participants.

4. Conducts site visits at community locations. Develop relationships with agencies to review their responsibilities and expectations for hosting a CM class series.
5. Maintains program storage areas which includes inventory of program supplies, weekly groceries and weekly produce purchase for all Oakwood Health Care classes.
6. Performs monthly reporting of outcomes for program. Maintains up to date records of all Oakwood Health Care course information in the national Cooking Matters database.
7. Performs weekly and monthly financial reporting as required.
8. Requires flexibility of scheduling including evenings and occasional weekends.
9. Performs extra tasks upon request to enhance service to program participants.
10. Participate in program, department and agency meetings and trainings as required.

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

1. An associate's degree in culinary arts with a minimum of one year experience working in the field or three years of field experience with one year at the sous chef or chef level.
2. Ability to work with diverse populations.
3. Valid driver's license and proof of insurance.

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, distance. Basic knowledge of bookkeeping desired.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations here 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 of Microsoft Office.

Certificates and Licenses:

Valid driver's license and proof of insurance. ServSafe® Certification desirable but not required.

Specialized Training:

In state travel for Cooking Matters or SNAP-Ed training required.

Equipment:

Standard office equipment and residential and commercial kitchen equipment, pallet jack, computers.

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.