

Gleaners Community Food Bank of Southeastern Michigan Job Description

Job Title: Summer Food Service Program Meal Counter
Reports To: Manager of Child Government Nutrition Programs
FLSA Status: Non-Exempt
Department: Programs
Last Update: March 2017

The Summer Food Service Meal Counter is responsible for the meal counts of the Summer Food Service Program, which entails the recording of the daily participation for 8-10 community sites on mobile route. The position hours range from 30-40 hours per work for 10 – 12 weeks during the summer. (Approximately June through August)

Essential Duties and Responsibilities

1. Record daily participation on meal count forms at each community site according to guidelines.
2. Support community site by engaging children in play activities during meal service.
3. Ensure site rules are enforced, including congregate feeding requirements.
4. Ride with meal vendor on daily route.
5. Work closely with Program Manager, Program Coordinator and monitor
6. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
7. Other duties as assigned.

Scope of Position:

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

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. Associate's Degree or equivalent experience desirable.
2. Ability to work with diverse populations
3. Previous experience working or volunteering at a nonprofit desirable
4. Must be able to meet flexible scheduling demands of programs with some evenings and weekends.
5. Valid drivers 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, 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 for this position is in the field, often in a non-air-conditioned setting. When in the office, the office setting is 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, outdoors, other corporate settings.)

Physical Demands

The employee must occasionally lift and/or move up to 35 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.