

Gleaners Community Food Bank of SE MI Job Description

Job Title: Nutrition Coordinator
Reports To: Program Manager
FLSA Status: Non-exempt
Department: Programs
Last Update: November 2018

The Nutrition Coordinator is a full-time position responsible for executing the nutrition education activities of the **School Food Mobile Program** and the **Healthy Pantry Initiative**.

Essential Duties and Responsibilities

1. Coordinate and implement 'healthy choices' nutrition training for pantry site staff and volunteers.
2. Coordinate and implement nutrition education, recipes and tip sheets for pantry customers.
3. Coordinate recipe tastings and other nutrition promotion activities using program implementation guidelines, which include but is not limited to:
 - a. Coordinate 6 to 10 nutrition education activities per week.
 - b. Coordinate logistics including frequent communication and planning with site coordinators.
 - c. Prepare materials and supplies for each activity including buying food, preparing and portioning recipe tasting, and transporting supplies using safe food handling guidelines and Michigan Food Code regulations.
 - d. Maintain program storage area; monitor program supply inventory, and complete weekly grocery shopping.
 - e. Conduct program monitoring, provide quality assurance and ensure program fidelity.
4. Provide an environmental assessment of the pantry and develop an action plan to increase nutrition education at the pantry.
5. Collaborate with pantry site staff to implement strategies to promote 'healthy choices' with pantry customers.
6. Create, coordinate and implement a monthly plan of work.
7. Maintain program records, including but not limited to, program activities and customer participation.
8. Analyze the number of activities scheduled and the number of participants attended.
9. Develop Excel worksheets to track program outputs and maintain routine data entry.
10. Prepare and submit monthly performance reports.
11. Cultivate relationships with schools and community organizations through speaking engagements, nutritional education and other activities.
12. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
13. Other duties as assigned.

Scope of Position

Budgetary Responsibility: Low
Personnel Responsibility: Low
Access to Confidential Info: Low
Supervisory responsibility: Low
Customer Contact: Donors: Moderate
Volunteers: High
Partner Agencies: 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, is required.
2. Requires the ability to work with diverse populations.
3. Requires the ability to work independently.
4. Requires flexibility of scheduling, including evenings and occasional weekends.
5. Requires a valid driver's license and proof of insurance.
6. ServSafe certification desirable, but not required.

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.