

## **Gleaners Community Food Bank of SE MI Job Description**

**Job Title:**        **Cooking Matters Supervisor – Beaumont Health**  
**Reports To:**     Program Manager  
**FLSA Status:**    Non-exempt  
**Department:**    Programs  
**Last Update:**    October 2018

The **Cooking Matters Supervisor – Beaumont Health** is responsible for the day-to-day operations of the Cooking Matters Program operated in partnership with Beaumont Health.

### **Essential Duties and Responsibilities**

1. Teach healthy cooking, nutrition and food budgeting to low-income people who are most at risk of hunger and malnutrition.
2. Coordinate and manage the Cooking Matters Program in accordance with stated national program implementation guidelines, which includes but is not limited to:
  - a. Coordinating four to five CM class series per week (to total 30/year)
  - b. Introducing and supporting volunteers or Beaumont Health staff assigned instructor roles.
  - c. Setting up tables, unpacking supplies, washing produce, assembling take-home grocery bags and washing dishes.
  - d. Coordinate all class logistics including frequent communication and planning in collaboration with Beaumont and Gleaners management.
  - e. Prepare materials and supplies for classes including buying food, transporting supplies, preparing written materials and completing required evaluations, teach cooking and nutrition lessons as needed.
  - f. Maintains program storage areas; inventory of program supplies, shopping for weekly groceries and weekly produce pick up for all CM classes
3. Coordinate all aspects of partnering agency relations.
  - a. Identify, coordinate, schedule and evaluate community based sites for Cooking Matters classes and ensure all agencies comply with required guidelines.
  - b. Develop relationships with agencies to review their responsibilities and expectations for hosting a class.
  - c. Coordinate and conduct site visits at approximately 30-36 community agencies annually.
  - d. Regular communication and problem solving with host site staff and community partners.
  - e. Collaborate with schools, churches, senior centers and other community groups to deliver programming and assess customer satisfaction at community locations throughout the system.
4. Assist in the management of class scheduling for the Cooking Matters program. Assist in tracking progress to goals and developing quarterly class scheduling targets and outreach plans.
5. Using independent judgement to assess program needs, design and update program protocols
6. Produce monthly reporting of outcomes for program.
7. Represent Beaumont Health on community coalitions and committees to assess needs, develop strategies, create partnerships and identify resources.
8. Participate in interdepartmental staff meetings and cross functional teams at Beaumont Health and Gleaners.
9. Collaborates with departments and committees within the Beaumont Health System to align health promotion and screening initiatives with clinical and strategic goals, and to coordinate services and marketing opportunities at community events.
10. Demonstrate and support the Gleaners and Beaumont Health mission, vision and values throughout all professional responsibilities and activities.
11. Other duties as assigned.

**Scope of Position**

Budgetary Responsibility:	Low
Personnel Responsibility:	Low
Access to Confidential Info:	Low
Supervisory responsibility:	Low
Customer Contact:	Donors: Low
	Volunteers: Low
	Partner Agencies: Moderate

**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 Dietetics, Nutrition, Public Health, Health Education or related field is preferred.
2. Associates degree in Culinary Arts is preferred.
3. Requires a minimum of 1 year culinary work experience.
4. Requires the ability to work with diverse populations.
5. Requires the ability to work independently.
6. Requires flexibility of scheduling, including evenings and occasional weekends.
7. Requires a valid driver's license and proof of insurance.
8. ServSafe® certification desirable, but not required.

**Language Ability**

Good verbal and written skills.

**Math Ability**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

Ability to understand and carry out instructions furnished in written, oral, or diagram form.

**Equipment**

The position requires operation of standard office equipment and residential and commercial kitchen equipment, pallet jack.

**Physical Demands**

The employee must occasionally lift and/or move up to 40 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 walking or standing are required.