

Gleaners Community Food Bank of SE MI Job Description

Job Title: **Cooking Matters Coordinator**
Reports To: Program Manager
FLSA Status: Non-exempt
Department: Program Services
Last Update: December 2018

The **Cooking Matters Coordinator** is responsible for the day-to-day operations of the Cooking Matters Program operated by Gleaners Community Food Bank.

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 facilitate Cooking Matters classes.
3. Coordinate all aspects of partnering agency relations.
4. Coordinate and manage the Cooking Matters Program in accordance with stated national program implementation guidelines, which includes but is not limited to:
 - a. Coordinating three or four CM classes per week (to total 26/year)
 - b. Introducing and supporting volunteer instructors
 - 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 with volunteer chefs, nutrition instructors and site coordinators.
 - 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.
5. Support the learning objectives of the Cooking Matters Americorps members, student interns and program volunteers.
6. Assist with the promotion and outreach to potential sites and volunteers, volunteer management, publication of newsletter and other administrative tasks, including any fundraisers affiliated with program outreach.
7. Maintains program storage areas; inventory of program supplies, shopping for weekly groceries and weekly produce pick up for all CM classes
8. Coordinate and conduct site visits at approximately 20-30 community agencies annually.
9. Identify, coordinate, schedule and evaluate community based sites for Cooking Matters classes to ensure all agencies comply with required guidelines.
10. Develop relationships with agencies to review their responsibilities and expectation for hosting a class.
11. Produce monthly reporting of outcomes for program.
12. Cultivate relationships with schools and community organizations through speaking engagements, nutritional education and other activities.
13. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
14. Other duties as assigned.

Scope of Position

Budgetary Responsibility:	Moderate
Personnel Responsibility:	Moderate
Access to Confidential Info:	Low
Supervisory responsibility:	Low
Customer Contact:	Donors: Moderate Volunteers: High 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. Associates degree or professional experience in Culinary Arts preferred.
2. Bachelor's degree in Dietetics, Nutrition, Public Health, Health Education or related field is preferred.
3. Requires the ability to work with diverse populations.
4. Requires the ability to work independently.
5. Requires flexibility of scheduling, including evenings and occasional weekends.
6. Requires a valid driver's license and proof of insurance.
7. ServSafe certification desirable, but not required.

Language Ability

Fluency in both English and Spanish.
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.