

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

**Job Title:**       **Cooking Matters and Garden Coordinator**  
**Reports To:**     Program Manager  
**FLSA Status:**   Non-exempt  
**Department:**   Program Services  
**Last Update:**   September 2020

The **Cooking Matters and Garden Coordinator** is responsible for the day-to-day coordination of the Cooking Matters Program operated in partnership with Generation with Promise (GWP) of the Henry Ford Health System (HFHS) (.7 FTE) and supports Gleaners Food Zoo Garden. (.3FTE)

### **Essential Duties and Responsibilities related to Cooking Matters (approximately .7 FTE)**

1. Coordinating Cooking Matters programming in accordance with stated national program implementation guidelines and USDA SNAP Ed requirements, which includes but is not limited to:
  - a. Facilitate four to five CM class series per week October through April and provide culinary expertise in an instructor role.
  - b. Communicate with and support volunteers and/or Henry Ford GWP program staff.
  - c. Coordinate class logistics including frequent communication and planning in collaboration with Henry Ford GWP and Gleaners management.
  - d. Procure and prepare materials and supplies for classes including buying food, transporting supplies, and preparing curriculum and evaluation materials.
  - e. Ensure completion of required program outcome and process evaluations.
  - f. Coordinate and conduct site visits at approximately 20-30 community agencies annually.
  - g. Develop and maintain good relationships with agencies and review their responsibilities for hosting Cooking Matters courses.
2. Provide support for other Henry Ford GWP programs as needed, including programming with youth and seniors.
3. Maintain program storage areas; inventory of program supplies, shopping for weekly groceries and weekly produce pick up for all Henry Ford GWP programming.
4. Produce monthly reporting of program expenses and compile reports of program outcomes.
5. Cultivate relationships with schools and community organizations through speaking engagements, culinary and nutritional education and other activities.
6. Demonstrate and support the Henry Ford GWP and Gleaners mission, vision and values throughout all professional responsibilities and activities.
7. Other duties as assigned.

### **Essential Duties and Responsibilities related to Garden Coordination (approximately .3 FTE)**

1. Support operations for the Food Zoo garden including maintenance of garden beds, growing and harvesting produce, purchasing garden supplies, winterizing beds and hoop house maintenance.
2. Support youth Food Zoo service-learning activities as required; for example, supporting large groups or facilitating youth programming in absence of Food Zoo coordinator.
3. Keep updated program records, including but not limited to harvest logs, volunteer sign in sheets, garden task lists.
4. Maintains equipment and supplies and replace as needed in coordination with KHK staff.
5. Facilitates 2 garden tours during the summer for partner agencies.
6. Leads special projects and supervises adult volunteers as needed.
7. Attends weekly meetings with Food Access Manager and Kids Helping Kids Coordinator to discuss weekly garden tasks, completion timelines, and upcoming volunteer shifts.
8. Communicates regarding special projects and expected deadlines with Food Access Manager.
9. Demonstrates and supports the Gleaners mission, vision and values throughout all professional responsibilities and activities.
10. 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:                  | Moderate         |
| 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 in Culinary Arts is preferred or equivalent 1-year culinary work experience.
2. Gardening experience, preferred.
3. Experience working with volunteers, preferred.
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.
9. Familiarity with Microsoft Office suite of programs and virtual meeting platforms.

**Language Ability**

Excellent verbal and written communication 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, standard garden hand tools, residential and commercial kitchen equipment, and pallet jack.

**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 walking or standing are required.

**Work Environment**

This position requires work in a warehouse, office, outdoors and at community sites.