

Gleaners Community Food Bank of SE MI Job Description

Job Title: Emergency Mobile Administrative/Field Coordinator
(minimally 6-month position)
Reports To: Operations Project Manager
FLSA Status: Non-Exempt
Department: Operations
Last Update: January 2021

This temporary position will be providing administrative and field support to the Emergency Mobiles Team leadership team as it relates to Gleaners emergency (Covid-19 pandemic) food distribution efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports the Emergency Mobiles Team Supervisor with administrative tasks which may include but are not limited to: gathering timesheets from field team members and lead staff and entering hours into the payroll master spreadsheet, ensuring that all employee time is appropriately paid and tracking and recording mileage reimbursement for all emergency mobile team members.
- Resolves and responds to any questions or errors related to payroll and mileage reimbursements.
- Supports the Emergency Mobile Field Supervisor by providing direction as it relates to the mobile distribution teams on best and efficient practices for food distribution set up and tear down.
- Ensures that all safety procedures and protocols are being followed on all distributions.
- Participates in problem solving addressing processes or protocols that are not working or that need improvement.
- Fills in for emergency mobile staff in the field as needed.
- Acts as an Emergency Mobile Lead in the field as needed.
- Demonstrate and support the Gleaners mission, vision and values throughout all responsibilities and activities.
- Other duties as assigned

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.

- Ability to multi-task and problem solve in a changeable environment
- Previous administrative/clerical experience
- Experience with Microsoft suite of programs (excel, outlook, etc)
- Must be comfortable being outside in the elements, including sunshine, heat cold, rain, hail, and snow, etc.
- Must be able to lift up to 40 pounds
- Must be able to be physically active (including standing) for a period of 3 to 4 hours at one time