

Gleaners Community Food Bank of Southeastern Michigan Job Description

Job Title: Program Manager
Reports To: Director of Wellness and Nutrition
FLSA Status: Non-Exempt
Department: Programs
Last Update: October 2021

The Program Manager is responsible for managing all activities of the Gleaners operated **Cooking Matters Program**, including implementation of program content and education initiatives in our five county region.

Essential Duties and Responsibilities

1. Monitor Gleaners' Cooking Matters (CM) program implementation and adherence to Share Our Strength's (SOS) standards, while appropriately adapting programming to local needs.
2. Participate in strategic planning activities and the development of program goals.
3. Track and monitor program goals.
4. Monitor, approve, and track program expenses.
5. Manage the CM program evaluation activities, including compilation of the SOS survey data and SNAP-Ed evaluation.
6. Create, implement, and track a plan for nutrition program implementation that supports Gleaners food access sites.
7. Participate in completion of the annual SNAP-Ed application, midyear and final reports.
8. Supervise and direct the work of employees, student interns and program volunteers, including participation in the recruitment, selection and on-boarding processes.
9. Plan, develop and conduct on-going training for program staff.
10. Work closely with other department Program Managers.
11. Work closely with cross-functional staff, including the operations team.
12. Interact with the media on behalf of Gleaners, as requested and approved by communications.
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: High
Access to Confidential Info: Moderate
Supervisory responsibility: High
Community contact: Moderate
Donors: Low
Volunteers: Moderate
Food Partners: 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, Culinary Arts, Public Health or related fields, required.
2. Two years of supervisory experience, required.
3. Experience in delivery or implementation of Cooking Matters programing, strongly desired.
4. Experience with the Supplemental Nutrition Assistance Program (SNAP) and SNAP-Ed programs, strongly desired.
5. Requires the ability to work with diverse populations. Experience providing direct service in diverse communities desired.
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

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. Experience with virtual meeting platforms, website maintenance and Salesforce desired.

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, outdoors, other corporate settings.) Remote work as required.

Physical Demands

The employee must occasionally lift and/or move up to 35 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.