

**Gleaners Community Food Bank of Southeastern Michigan  
Job Description**

**Job Title:** Program Supervisor  
**Reports To:** Program Manager  
**FLSA Status:** Non-Exempt  
**Department:** Program Services  
**Last Update:** October 2020

The Program Supervisor is a full-time position responsible for executing the activities of the **Cooking Matters Program**.

**Essential Duties and Responsibilities**

1. Maintain site records, including but not limited to community outreach, course schedule and course completion.
2. Analyze the number of course inquiries, courses scheduled and courses completed.
3. Develop Excel worksheets to track program outputs and maintain routine data entry.
4. Monitor program data for accuracy and completeness.
5. Prepare and submit monthly performance reports.
6. Monitor community partners to ensure adherence of Share Our Strength (SOS) program standard, and the policies and procedures established by Gleaners Community Food Bank (GCFB).
7. Manage the scheduling inquiries, both telephone and email, for the Cooking Matters program.
8. Cultivate relationships with schools, service learning, civic engagement and community organizations through speaking engagements, nutritional education and other activities.
9. Coordinate, direct and supervise the daily work of AmeriCorps staff; including participation in the recruitment, selection and on-boarding processes.
10. Daily communication and problem solving with program staff and community partners.
11. Works closely with Program Manager to accomplish day-to-day program activities, and substitute for program staff as needed.
12. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
13. Other duties as assigned.

**Scope of Position:**

Budgetary Responsibility: Low  
Personnel Responsibility: High  
Access to Confidential Info: Moderate  
Supervisory responsibility: High  
Community contact: Moderate  
Donors: Low  
Volunteers: Moderate  
Food Partners: Low

**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 field, preferred.
2. One year of supervisory experience, preferred.
3. Requires the ability to work with diverse populations.
4. Requires flexibility of scheduling, including evenings and occasional weekends.
5. Requires a valid driver's license and proof of insurance.
6. 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.

**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.)

**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 sitting or standing are occasionally required.