

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

**Job Title:** Meal Counter  
**Reports To:** Program Manager  
**FLSA Status:** Non-Exempt  
**Department:** Program Services

The **Meal Counter** is a seasonal position responsible for the day-to-day meal service activities of the Summer Food Service Program, including recording the meal service participation at 8-10 community sites daily. This position is scheduled 30-40 hours per week for the summer months (approximately June 16 to August 26).

### **Essential Duties and Responsibilities**

1. Record the daily meal service participation, at each community site, according to the program guidelines.
2. Ensure the congregate meal service standards are enforced during each meal service.
3. Collaborate with each community site by engaging the children in play activities during the meal service.
4. Ride with the food service vendor on the daily meal service route.
5. Works closely with the Program Supervisor and Program Manager.
6. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
7. Other duties as assigned.

### **Scope of Position:**

Budgetary Responsibility: None  
Personnel Responsibility: None  
Access to Confidential Info: Low  
Supervisory responsibility: None  
Community contact: High  
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. Requires a High School Diploma.
2. Associate's Degree, preferred.
3. Requires customer service experience.
4. Experience working with volunteers, preferred.
5. Nonprofit experience, preferred.
6. Requires the ability to work with diverse populations.
7. Requires flexibility of scheduling, including evenings and occasional weekends.
8. Requires a valid driver's license and proof of insurance.
9. 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 for this position is in the field, often in a non-air-conditioned setting. When in the office, the office setting is 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 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.