

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

**Job Title:**       **Cooking Matters Coordinator**  
**Reports To:**     Program Manager  
**FLSA Status:**    Non-exempt  
**Department:**    Community Engagement  
**Last Update:**    May 2022

The **Cooking Matters Coordinator** is a full-time position primarily responsible for the facilitation and day-to-day operations of Cooking Matters programming operated by Gleaners Community Food Bank. The position will also support additional Gleaners' nutrition education programming as needed.

### **Essential Duties and Responsibilities**

1. Facilitate Cooking Matters (CM) classes and/or other nutrition education programming as needed, for youth, parents and older adults facing food insecurity in Gleaners' five county service area. Educational content focuses on healthy cooking, nutrition, and food budgeting.
2. Coordinate CM classes and/or other nutrition education programming, including communicating with site partners and responding to individual site needs. Ensure coordination is in accordance with Cooking Matters' national evidence-based program implementation guidelines, which include but are not limited to:
  - a. Coordinate/facilitate at least three or four CM classes per week.
  - b. Coordinate and conduct site visits at partner sites.
  - c. Provide support for CM volunteer instructors.
  - d. Set up and clean up for CM classes: Arrange tables, unpack supplies, wash produce, assemble take-home grocery bags and wash dishes.
  - e. Coordinate all class logistics including frequent communication and planning with volunteer chefs, nutrition instructors and site coordinators.
  - f. Prepare materials and supplies for CM classes including buying food, transporting supplies, preparing written materials and lesson plans, and completing required evaluations.
3. Support the learning objectives of Cooking Matters support staff such as AmeriCorps members, student interns and/or volunteers.
4. Assist with the promotion and outreach to potential sites and volunteers, and other administrative tasks as needed.
5. Organize and maintain program storage areas; inventory of program supplies, shopping for weekly groceries and weekly produce pick up for all CM classes.
6. Produce monthly reporting of program outcomes.
7. Coordinate/support activities related to virtual programming and social media, such as content creation, production and/or sharing content.
8. Cultivate relationships with schools and community organizations through speaking engagements, nutrition education and other activities.
9. Participate in Gleaners' fundraising activities as needed/per request.
10. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
11. Other duties as assigned.

### **Scope of Position**

Budgetary Responsibility:       Moderate  
Personnel Responsibility:       Low

Donors:	Low
Access to Confidential Info:	Moderate
Supervisory responsibility:	Low
Customer Contact:	High
Volunteers:	High
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. Bachelor's degree in Dietetics, Nutrition, Public Health, Health Education or related field is preferred.
2. Minimum of 1 year experience facilitating nutrition or health education, required.
3. Minimum of 1-year culinary experience preferred.
4. Clear, timely and professional communication skills, required.
5. Experience working with diverse populations, required.
6. Ability to work both independently and collaboratively with a team, required.
7. Flexibility of scheduling, including evenings and occasional weekends, required.
8. Experience utilizing social media platforms such as Facebook Live, Facebook Premier and/or TikTok, strongly preferred.
9. Understanding of communities in southeast Michigan, strongly preferred.
10. Valid driver's license and proof of insurance, required.
11. ServSafe food safety certification, preferred.

### **Language Ability**

Excellent verbal and written 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 and residential and commercial kitchen equipment, pallet jack.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to move equipment and supplies up to 50 pounds to offsite locations. In addition, 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.

### **Computer Skills**

To perform this job successfully, an individual should be proficient in Microsoft Office. Specifically, employee is required to use Outlook, Excel and Publisher regularly to perform the duties of this job. Familiarity with virtual meetings and learning platforms required.

**Work Environment**

The standard work environment is a combination of both onsite and offsite conditions. Office setting includes fluorescent lighting; temperature and humidity are controlled by air conditioning and heating. The noise level in the work environment is usually low. The employee will often be required to perform assigned duties in offsite locations including food pantries, schools, senior housing centers, and other community centers. Remote work as required.

**Remote Work**

Under usual circumstances, the essential duties and responsibilities of this position require the Cooking Matters Coordinator to report to the warehouse and in the field 75% of the time. However, based on COVID-19 safety measures and state-level recommendations, in-person work will be adjusted accordingly. As needed, remote work is available for this position to complete the following:

- Administrative tasks that include but are not limited to completing program reports, routine paperwork, responding to email and phone calls, and submitting weekly orders
- Attending virtual meetings with Gleaners' internal teams and external network partners