

Gleaners Community Food Bank of SE MI Job Description

Job Title: Mobile Distributions - Administrator
Reports To: Director, Mobile Distributions
FLSA Status: Non-exempt
Department: Operations
Last Update: September 2022

The Administrator, Mobile Distributions is a full-time position responsible for supporting the successful execution of the **Community Mobile (CM)**, **School Food Mobile (SFM)** and **Senior Food Mobile (SrFM)** programs. This role is lead responsible for the food menu function, and inventory management and tracking across these three programs. This position is also the administrative lead for the SFM and SrFM programs, including site application process management, site onboarding and training, field operations execution, issue resolution and service reporting and tracking.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and distribute weekly orders/menus for CM, SFM, and SrFM food distributions in line with nutritional guidelines, budgetary parameters and site volume performance.
- Lead mobiles food inventory management and tracking in collaboration with warehouse operations team, in line with inventory utilization (FIFO, aging) and budgetary parameters.
- Support director in development of the mobile food and expense forecast, food purchase orders and food performance tracking.
- Conduct SFM/SrFM site partner trainings, including annual civil rights training; program compliance training; and service reporting training.
- Lead in onboarding SFM/SrFM locations, including developing onsite logistics; processing application paperwork; and tracking/updating responses.
- Act as contact point for SFM/SrFM site partner questions, concerns, and support needs.
- Proactively and consistently follow-up and track site compliance with Link to Feed and USDA client service reporting.
- Refine/create consistent program workflows and written SOPs for the SFM and SrFM programs.
- Collaborate with team members on special events and media opportunities.
- Conduct site visits with adherence to Feeding American and USDA guidelines and as needed.
- Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
- Promote and enable a positive work environment where team members feel empowered, engaged and connected to Gleaners mission and strategic plan.
- Foster a culture of professionalism, team cohesion and accountability.
- Other duties as assigned.

Scope of Position:

Budgetary Responsibility:	Moderate
Personnel Responsibility:	None
Access to Confidential Info:	Moderate
Supervisory responsibility:	Low (site partners)
Community contact:	Moderate
Donors:	None
Volunteers:	Low
Food Partners:	Low
Outside Vendors:	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 preferred.
2. Demonstrated ability to deliver results to program targets; manage conflict; and proactively address issues.
3. Strong analytical skills required, with the demonstrated ability to use data to enable decision-making.
4. Experience multitasking, prioritizing, and supervising multiple sites and deliverables.
5. Effective professional communication skills (written and verbal) and ability to provide consistent, exceptional customer service, required.
6. Demonstrated ability to work collaboratively and build relationships.
7. Ability to work with diverse populations.
8. Proactive and self-motivated

Language Ability

Excellent verbal and written communication skills, with the ability to write routine reports and correspondence. Strong interpersonal skills with all contacts, internal and external, are required.

Math Ability

Established familiarity with Excel data tracking, analysis, and reporting.

Reasoning Ability

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. Specifically, employee is required to use Outlook, Excel and Word regularly to perform the duties of this job. Previous experience working with databases is preferred. 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 sometimes be required to perform assigned duties in the community in a variety of weather conditions. Although this position is based at a Gleaners location, there may be times when remote work may be available.

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, sitting, or standing are occasionally required.