

Job Description

Job Title	<i>Nutrition Educator - Mobile Farmers Market Nutrition Educator (Part to Full Time)</i>
Reports To	<i>Executive Director Standard work schedule- 8:30 a.m. to 1:30 p.m.</i>

Job Purpose

The purpose of the Nutrition Educator Lead of the Emergency Food Bank (EFB) organization is to develop, plan and execute the programs of the Mobile Farmers Market (MFM). The Lead, working with the warehouse manager shall select and organize the daily delivering of produce to the sites. The Lead shall determine the monthly recipe and assure it is delivered along with a short, 15-minute cooking demonstration or nutrition education class with emphasis on friendly, courteous service to clients and volunteers. The Mobile Farmers Market visits multiple sites each day. On average 2 of the 60 sites are visited daily. This position requires driving the Mobile Farmer’s Market van. This is a part-time (25-30 hours/week), non-exempt position.

Duties and Responsibilities

Typical essential duties may include, but are not limited to:

- General Responsibilities
 - Operate the MFM van/program and the educational classes.
 - Organize the MFM operations, cleanliness/cleanup and volunteers working that day.
 - Assist ED with MFM grant writing and reporting.
 - Collect and maintain grant/agency required reporting information.
 - Work in cooperation with MFM Assistants and Nutrition Educator, supply necessary training and daily guidance.

- Operational Responsibilities
 - Present the MFM program to clients at various off-site locations throughout San Joaquin County.
 - Organize and arrange all equipment (tables, produce boxes) and supplies (bagged produce, brochures) required for set up at various locations.
 - Set up, prep and organize cooking demonstrations and/or nutrition education per site.
 - Weigh and inventory all produce leaving and returning food to the Emergency Food Bank per site.
 - Perform clean up at each site, properly clean all equipment and supplies, and return course materials/course food to the EFB.
 - Teach general nutrition education classes to on-site and off-site clients.
 - Maintain, set up and collect client records and surveys for grant purposes.
 - Help/fill in with other EFB work requirements when work load requires, as directed by the Warehouse Manager or Executive Director.
 - Attend Community/Organization Health Fairs as a representative of the Emergency Food Bank. Talk about and distribute information about the Organization’s services and programs.
 - Additional hours may be required occasionally during the Organization’s activities and events, including holidays, evenings, and weekends.
 - Perform other duties as assigned.

Qualifications

- Subject to post employment drug test.
- Employee must value and be able to work with members of every ethnic group, creed, political persuasion, economic standing and the under-served and/or underrepresented populations.
- Ability to develop and maintain effective working relationships with general public, community partners, volunteers and EFB staff.
- Work cooperatively with others; demonstrate honesty and respect while maintaining a positive, professional work ethic.

- Must work as a team player and be a strong contributor in team environment.
- Have a working knowledge of Microsoft Office (Excel and Word).
- Able to communicate clearly and effectively with all EFB staff, volunteers, clients, and general public.
- Bilingual – Spanish a plus, but not required.
- Valid Class C California Driver’s License and proof of insurance, and provide DMV printout.

Education and Experience

- High school diploma and some training/coaching experience, or combination of education and desire to learn how to become a successful nutrition educator
- Fork lift and warehouse experience a plus, but not required.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, or hear; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, or crouch.
- Continual repetitive lifting, lowering, carrying, and/or moving up to 50 pound job related equipment and materials to a height of 3-4 feet and load them into trucks, shelves or bins.
- Specific vision abilities required by this job include close vision, distance vision and depth perception.
- The position constantly works in outdoor weather conditions.

Direct Reports

Nutrition Educator plus direct Mobile Farmers Market Assistants in cooperation with warehouse manager.

Employee Signature And Date	
Supervisor Signature And Date	