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| Job Title: | **CSFP/TEFAP Driver Warehouse Specialist** |
| Department: | **Food & Nutrition** |
| Reports to: | **Mark Hamacher** |
| Grade: | **MW** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **January 6, 2020** |
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| Purpose:To assist with the planning, organizing, and managing of the Northwest Michigan Community Action Agency CSFP/TEFAP Programs.  |
| Essential Functions:* Inspect commodities prior to packing to ensure client safety.
* Accurately tracks inventory and provides timely, accurate reports as required.
* Maintain an organized, clean, safe, storage of all commodities.
* Ensure procedures to minimize spoilage and damage to all commodities.
* Provide safe confidential storage of all documentation of CSFP/TEFAP operations.
* Ensure the accuracy and completion of the monthly inventory.
* Prepare commodities for proper packing and ensure client packs are packaged in a timely and accurate manner.
* Perform accurate counts of commodities received, shipped, returned, and stored properly.
* Load and unload trucks as needed.
* Assist in scheduling, transportation, and distribution of commodities to and from site locations.
* Maintain all equipment to ensure proper and safe operations.
* Transport and distribute commodities to clients at designated site locations, in a timely manner.
* Perform regular cleaning of warehouse: sweeping, debris removal, etc.
* Notify supervisor of any needed facility repairs, safety and/or security concerns.
* Maintain positive public relations with food transporters, clients, vendors, volunteer, and the community at large.
* Discuss/coordinate with Supervisor any scheduling problems, distribution concerns, or transportation concerns.
* Performs other incidental and related duties as required and assigned.
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| Position Objectives:* To ensure compliance with all safety and sanitation requirements.
* To represent NMCAA in a professional and knowledgeable manner.
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| **Measured by:*** Feedback from clients and staff.
* Timeliness in packaging and delivery of CSFP/TEFAP food distributions.
* Accuracy of inventory.
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| **Minimum Education:*** A high school diploma or equivalent.
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| **Minimum Experience:*** Previous warehouse experience preferred.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:*** Maintain a Commercial Driver License (CDL) with appropriate endorsements in accordance with all state and federal requirements, including ability to meet the Department of Transportation physical examination requirements and Federal Department of Transportation drug/alcohol requirements.
* Possess and maintain a Hi-Lo permit.
* Ability to maintain professional confidentiality.
* Ability to interact positively with all staff, clients, community partners and organizations, vendors, and volunteers in a tactful, courteous manner.
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| **Minimum Physical Expectations:*** Physical activity that sometimes requires keyboarding, sitting, phone work and filing.
* Physical activity that often requires travel by car and/or air.
* Physical activity that often requires lifting under 25 lbs.
* Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access client files and records or reach food items/packaging.
* Physical activity that often requires lifting over 25 lbs. but not more than 50 lbs.
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| **Minimum Environmental Expectations:**The CSFP/TEFAP Representative is in a warehouse environment with equipment such Hi-Lo’s and other mechanical devices. The employee is frequently exposed to noise. The employee is also in a vehicle which always exposes them to potential traffic dangers. |