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| Job Title: | **CSFP/TEFAP Food Program Manager** |
| Department: | **Food & Nutrition** |
| Reports to: | **Kim Aultman** |
| Grade: | **L** |
| Supervises: | **CSFP/TEFAP Representative, CSFP/TEFAP Drive Warehouse Specialist** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **July 14, 2019** |
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| Purpose:  To plan, organize, and manage the day-to-day operations Northwest Michigan Community Action Agency CSFP/TEFAP Programs. | |
| Essential Functions:  *Warehouse:*   * Schedule and supervise all food program warehouse employees and volunteers. Submit timesheets, expense reports, and other documentation and reporting as required. * Oversee the recruitment, training, and maintenance of a strong volunteer base. * Maintain and coordinate all warehouse repairs, safety procedures, and security measures. Serve as agency liaison with the facility landlord. * Schedule and coordinate all transportation and distribution of commodities to and from site locations. * Coordinate site scheduling with all site coordinators, including addressing any distribution or transportation concerns related to sites and scheduling. * Maintain all equipment to ensure proper and safe operations. * Maintain proper driving and Hi-Lo certification for all appropriate staff.   *Inventory:*   * Maintain a sufficient supply of food items on hand to meet the distribution schedule and meet CSFP/TEFAP requirements. Order food and coordinate the receipt of all deliveries. * Accurately track inventory and provide 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 153 Report and supporting documentation each month by the due date.   *General:*   * Maintain Michigan CSFP Operations Manual and all compliance documentation. * Complete and submit CSFP Quarterly/Final Reports and TEFAP draw reports. * Oversee the distribution site management and ensure participant eligibility. * Train all appropriate staff on any changes in procedures in accordance with the CSFP and/or TEFAP operations manuals or regulations. Develop and implement new procedures and/or requirements, as necessary. * Coordinate and accept any additional donations to the food program. * Participate in agency, department, and statewide Department of Education meetings. * Act as NMCAA’s liaison with state and federal CSFP/TEFAP program personnel; attend additional meetings or trainings as appropriate. * Liaison with other Michigan CSFP/TEFAP program managers. * Inform supervisor and other appropriate agency staff of state and federal program changes. * Perform continuous reassessment of program operations, procedures, and policies to ensure compliance and make improvements in the program, including investigating and implementing cost savings measures. * Performs other incidental and related duties as required and assigned. | |
| Position Objectives:   * To ensure compliance with all CSFP and TEFAP program requirements. * To manage all site distributions. * To represent NMCAA in a professional and knowledgeable manner. | |
| **Measured by:**   * Feedback from clients. * Program monitoring results. * Cooperation with and feedback from co-workers and management. | |
| **Minimum Education:**   * A high school diploma or equivalent. * BA/BS preferred. | |
| **Minimum Experience:**   * Previous warehouse/distribution experience preferred. | |
| **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. | |
| **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. | |
| **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. | |
| **Minimum Environmental Expectations:**  The CSFP/TEFAP Food Program Manager 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. | |