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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.
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| 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.
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| **Measured by:*** Feedback from clients.
* Program monitoring results.
* Cooperation with and feedback from co-workers and management.
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| **Minimum Education:*** A high school diploma or equivalent.
* BA/BS preferred.
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| **Minimum Experience:*** Previous warehouse/distribution 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 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. |