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| Job Title: | **CSFP/TEFAP Representative** |
| Department: | **Food & Nutrition** |
| Reports to: | **Mark Hamacher** |
| Grade: | **DS** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **February 11, 2021** |
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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.
* Enroll clients in accordance with CSFP/TEFAP requirements and guidelines.
* 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: coordinate all transportation and distribution of commodities to and from site locations.
* Assist with TEFAP scheduling with site coordinators addressing any distribution or transportation concerns related to sites and scheduling.
* 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 provide enrollments for qualified clients.
* 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 high-low 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/lows 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. |