|  |  |
| --- | --- |
| 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** |
|  | |
| 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. | |
| 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. | |
| **Measured by:**   * Feedback from clients and staff. * Timeliness in packaging and delivery of CSFP/TEFAP food distributions. * Accuracy of inventory. | |
| **Minimum Education:**   * A high school diploma or equivalent. | |
| **Minimum Experience:**   * Previous warehouse 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 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. | |
| **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 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. | |