

# CSFP Distribution Associate (Commodity Supplemental Food Program)

## **I. JOB SUMMARY**

The CSFP Distribution Associate includes all activities involving the distribution of commodities at all of our locations. Works jointly with the CSFP Manager and CSFP Specialists to assure that compliance with Federal Guidelines of the CSFP program and Food Bank RGV policies and procedures are maintained. The CSFP Distribution Associate is a full time non-exempt position.

## **II. ESSENTIAL FUNCTIONS**

- Assists with the operations of the CSFP Program and compliance with contract requirements.
- Maintains a level of communication with CSFP Manager and CSFP Specialist.
- Will work jointly with the CSFP Team to distribute food bags to eligible recipients at distribution sites.
- Maintains records according to CSFP policies and procedures.
- Operates pallet jacks and other equipment in a safe manner
- Complies with all health regulations and other laws that govern food handling
- Conducts periodic physical inventories as directed.
- Represents program at community functions and other meetings as needed.
- Contributes to team effort by accomplishing related results as needed.
- Evaluates existing procedures and recommends improvements to the CSFP Manager.
- Performs additional duties as assigned by the CSFP Manager and Chief Programs Officer.

## **III. MINIMUM QUALIFICATIONS**

1. Honesty, integrity and commitment to fighting hunger in the Rio Grande Valley.
2. Must have clear understanding of and ability to articulate the mission of FBRGV.
3. High School Diploma or equivalent.
4. Personal experience in community service and an understanding of the role volunteerism
5. Ability to politely be firm and decisive. Good judgment and discretion
6. Ability to work cooperatively with other staff, volunteers, and agency personnel
7. Ability to multi task under a variety of conditions
8. Ability to lift 40 lbs on a regular basis
9. Ability to manage time efficiently and to work independently with minimum supervision
10. Orientation to detail and accuracy
11. Ability to present a professional demeanor under a variety of conditions
12. Proficient in English and Spanish
13. Possession of current Texas Class C driver's license and access to a personal vehicle. Must have a clean driving record for at least three years prior to employment

#### **IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

1. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 50 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
2. Conditions may include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
3. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, automobile, forklift, electric and manual pallet jack.

*The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.*

*The Food Bank of the Rio Grande Valley, Inc. is an equal opportunity/affirmative action employer committed to cultural diversity in the workforce.*

*You will be evaluated in part based upon your performance of the tasks listed in this job description. The Food Bank of the Rio Grande Valley, Inc. has the right to revise this job description at any time. The job description is not a contract for employment.*