

CSFP Eligibility Specialist (Commodity Supplemental Food Program)

I. JOB SUMMARY

The CSFP Specialist responsibilities include all activities involving certification of participants and coordination of volunteers for the Commodities Supplemental Food Program (CSFP). CSFP Specialist coordinates the distribution and certification of the application process. Works jointly with other CSFP Specialists to assure that compliance with Federal Guidelines of the CSFP program and Food Bank RGV policies and procedures are maintained. The CSFP Specialist 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 the Chief Programs Officer.
- Will work jointly with other CSFP Specialist to keep up with administrative duties / certification process and procedures to make sure they comply with Federal Guidelines (United States Department of Agriculture). Directs and evaluates case managers/certifiers, who work directly with participants.
- Maintains records according to CSFP policies and procedures.
- 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 Chief Programs Officer.
- Performs additional duties as assigned by the 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. Computer knowledge or data entry experience required
6. Ability to politely be firm and decisive. Good judgment and discretion
7. Ability to work cooperatively with other staff, volunteers, and agency personnel
8. Ability to manage time efficiently and to work independently with minimum supervision
9. Orientation to detail, accuracy and the meeting of deadlines
10. Ability to present a professional demeanor under a variety of conditions
11. Proficient in English and Spanish
12. 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.