JOB DESCRIPTION

Position:	Commodity Supplemental Food Program (CSFP) – Intake Worker
Department:	Programs and Services
Status:	Non-Exempt Hourly
Reports to:	CSFP Manager

Job Summary:

The CSFP Intake Worker assists in the management of CSFP caseload, which includes but is not limited to: application assistance; annual recertification; monthly issuance of food kits; marketing of the program to FOOD Share agencies and community- based organizations; produce daily/weekly/monthly reports as required; verification of kits distributed; distribution of nutrition education materials; and follow up with CSFP clients as needed.

Essential Functions:

Assist in the management of CSFP caseload to include but not limited to:

- Assist in managing FOOD Share's assigned caseload through application assistance, annual recertification and monthly kit issuance.
- Aid the CSFP Manager in meeting program requirements set by the California Department of Social Services/USDA
- Work with Operations on the distribution of CSFP kits: coordinate daily distributions and provide verification of receipt and distribution of CSFP food kits
- Distribute nutrition education materials
- Market (outreach) program to Ventura County CBOs and seniors

Job Qualifications:

- Commitment to FOOD Share's mission, vision and values
- Strong written and oral communication skills
- Proficient in Microsoft Office Suite
- Experience in inventory control (FIFO, LIFO, cycle counts and month/year end inventory procedures)
- Monday – Friday with some Saturdays
- Reliable transportation with clean DMV record
- Bilingual English/Spanish required
- Experience with not-for-profits highly desirable
- High School diploma and two years of customer service experience

Departmental Requirements:

- All Programs staff are required to be organized and efficient at prioritizing projects;
- All Programs staff needs to have the ability to work with and manage volunteers to maximize efficiency.
- All Programs staff needs to have exemplary customer service skills to communicate with all food bank stakeholders.

Physical Requirements:

- Lifting (up to 40 lbs.)
- Able to sit or stand for extended periods of time.

FOOD Share, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.

* * The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. Job description is subject to change and additional responsibilities may be assigned depending on operational needs.

Employee Acknowledgement of Receipt

_____ _____

Employee name Date

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Employee Signature