



JOB DESCRIPTION

Position:	Commodity Supplemental Food Program (CSFP) – Distribution Coordinator
Department:	Programs and Services
Status:	Full Time / Non-Exempt
Reports to:	CSFP Manager

Job Summary:

The Distribution Coordinator aids in the disbursement of CSFP Kits, which includes but is not limited to: delivery and distribution of CSFP Kits in conjunction with intake staff, track CSFP Kit inventory, prepare FOOD Share truck for delivery (loading, verify invoicing and invoice reconciliation), assist in weekly/monthly inventory reconciliation and assist Operations with all facets of assembling Kits.

Essential Functions:

The Distribution Coordinator aids in the disbursement of CSFP Kits, which includes but is not limited to:

- Distribution of 30-pound food boxes to low-income seniors at FOOD Share agencies and community-based organizations within Ventura County
- Load, drive and unload 28-foot bobtail with palletized CSFP food kits
- Verify picking tickets and production orders as they relate to inventory
- Work with Operations and Inventory Control on the assembly of CSFP food kits: production order fulfillment, assist volunteers/staff with food box assembly and palletize food kits for distribution.
- Distribute nutrition education materials
- Assist in weekly/monthly inventory reconciliation
- Assist in managing FOOD Share's assigned caseload through application assistance, annual recertification and monthly kit assistance
- Market (outreach) program to Ventura County CBOs and seniors

Job Qualifications

- Commitment to FOOD Share's mission, vision and values
- Self-starter with strong oral communication skills
- Excellent customer service skills
- Truck driver/warehouse person: experience driving a 28 ft. bobtail, operate a lift gate, pallet jack and forklift.
- Familiar with Microsoft Office Suite
- Experience in inventory control (FIFO, LIFO, cycle counts and month/year end inventory procedures)
- Available Monday – Friday with some Saturdays
- Able to lift 40 pounds
- Reliable transportation with clean DMV record
- Bilingual English/Spanish desirable
- High School diploma and two years of customer service experience

Department Requirements:

- All Programs staff are required to be organized and efficient at prioritizing projects
- All Programs staff need to have the ability to work with and manage volunteers to maximize efficiency
- All Programs staff need to have exemplary customer service skills to communicate with all food bank stakeholders
- All staff needs to ensure they follow Food Safety Standards throughout the organization

Physical Requirements:

- Lifting (up to 50 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

Employee Signature