



# Food Bank RGV

## JOB DESCRIPTION

**JOB TITLE:** CSFP Eligibility Specialist  
**DEPARTMENT:** 25 Programs  
**CLASSIFICATION:** Non Exempt  
**POSITION/HOURS:** Full Time \*Some Weekends

**DATE:** December 2023  
**WRITTEN BY:** Cynthia Alcocer-Garcia

**REVIEWED BY:** CEOs

### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Senior Manager of CSFP

**POSITIONS SUPERVISED:** NONE

### JOB SUMMARY

The CSFP Eligibility Specialist's responsibilities include all activities involving certification of participants and coordination of volunteers for the Commodities Supplemental Food Program (CSFP). CSFP Eligibility Specialist coordinates the distribution and certification of the application process. Works jointly with other CSFP Eligibility Specialists to assure that compliance with Federal Guidelines of the CSFP program and Food Bank RGV policies and procedures are maintained.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assists with the operations of the CSFP Program and compliance with contract requirements
- Maintains a level of communication with the Senior Manager of CSFP.
- Will work jointly with other CSFP Eligibility Specialists to keep up with administrative duties / certification process and procedures to make sure they comply with Federal Guidelines (United States Department of Agriculture)
- Will work jointly with CSFP Distribution Associates during distributions through effective communication to assure of orderly distribution and commodities given
- Completes daily distribution reports working with the CSFP Distribution Associates of commodities given and clients served
- Will work jointly with other CSFP Eligibility Specialists in contacting clients, maintaining waitlists, recertification's and signatures of applicants to comply with Texas Department of Agriculture and United States Department of Agriculture
- Directs and evaluates case managers/certifiers, who work directly with participants
- Maintains records according to CSFP policies and procedures.
- Assists Senior Manager of CSFP with annual training to sites and Sub-Distributing Agency
- 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 Senior Manager of CSFP
- Performs additional duties as assigned by the Senior Manager of CSFP

### QUALIFICATIONS

- Honesty, integrity and commitment to fighting hunger in the Rio Grande Valley.
- Must have clear understanding of and ability to articulate the mission of FBRGV.
- Personal experience in community service and an understanding of the role volunteerism.
- Computer knowledge or data entry experience required.
- Ability to politely be firm and decisive.
- Good judgment and discretion.

- Ability to work cooperatively with other staff, volunteers, and agency personnel.
- Ability to manage time efficiently and to work independently with minimum supervision.
- Orientation to detail, accuracy and the meeting of deadlines.
- Ability to present a professional demeanor under a variety of conditions.
- Proficient in English and Spanish.
- 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.

**EDUCATION/CERTIFICATION:** High School Diploma, GED, Associate's degree (preferred) or previous experience in food warehousing and/or like business

**SKILLS/ABILITIES:**

- 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.
- 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.
- 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.

## **ADDITIONAL REQUIREMENTS OF THIS POSITION**

**REPETITIVE MOTIONS:** Movements frequently and regularly required using the wrists, hands, and fingers  
Sitting, standing and walking

**PHYSICAL STRENGTH:** Medium work:  
Exerts up to 20 lbs. of force

## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

Employee Signature (Employee has received a copy of Job Description): \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_