



# Food Bank RGV

## JOB DESCRIPTION

|                        |                                                                      |                     |                        |
|------------------------|----------------------------------------------------------------------|---------------------|------------------------|
| <b>JOB TITLE:</b>      | CSFP Distribution Associate<br>(Commodity Supplemental Food Program) | <b>DATE:</b>        | July 2024              |
| <b>DEPARTMENT:</b>     | 25 Programs                                                          | <b>WRITTEN BY:</b>  | Cynthia Alcocer-Garcia |
| <b>CLASSIFICATION:</b> | Non Exempt                                                           | <b>REVIEWED BY:</b> | _____<br>CEO           |
| <b>POSITION/HOURS:</b> | Full Time *Some Weekends                                             |                     |                        |

### REPORTING RELATIONSHIPS

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

**POSITIONS SUPERVISED:** None

### JOB SUMMARY

The CSFP Distribution Associate includes all activities involving the distribution of commodities at all of our locations. Work jointly with the Senior Manager of CSFP 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 fulltime, non-exempt position.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assists with the operations of the CSFP Program and compliance with contract requirements
- Maintains a level of communication with Senior Manager of CSFP and CSFP Specialists
- Will work jointly with the CSFP Team to distribute food bags and eligible recipients at distribution sites
- Maintains records according to CSFP policies and procedures
- Operate pallet jacks, forklifts, 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
- Work outdoors in all types of temperatures
- Operates forklifts, pallet jacks, and other equipment in a safe manner
- Follows proper procedures for equipment maintenance and reports any malfunctions immediately
- Comply with all health regulations and other laws that govern food handling
- Sweeps floors, moves debris, and disposes of waste properly
- Adheres to all safety protocols and guidelines to prevent accidents and injuries
- Evaluates existing procedures and recommends improvements to the Senior Manager of CSFP
- Perform additional duties as assigned by the Senior Manager of CSFP
- Contributes to team effort by accomplishing related results as needed
- Performs additional duties as assigned by the Senior Manager of CSFP

### QUALIFICATIONS

- Must have reliable transportation to travel to remote job sites as required
- Honesty, integrity, and commitment to fighting hunger in the Rio Grande Valley
- Must have clear understanding of and ability to articulate the mission of the FBRGV
- High school diploma or equivalent
- Personal experience in community service and an understanding of the role of volunteerism
- Ability to politely be firm and decisive. Good judgement and discretions
- Ability to work cooperatively with other staff, volunteers, and agency personnel
- Ability to multitask under a variety of conditions
- Ability to lift 50lbs on a regular basis
- Ability to manage time efficiently and to work independently with minimum supervision
- Orientation to detail and accuracy
- Proficient in English and Spanish
- Possession of current Texas Class C driver's license and access to personal vehicle. Must have clean driving record for at least three years prior to employment

**EDUCATION/CERTIFICATION:** High School Diploma, Associate's degree (preferred)

**SKILLS/ABILITIES:**

- Strong customer service skills and willingness to assist others.
- Able to communicate information clearly.
- Attentive to detail.
- Able to coordinate well with other departments and personnel.
- Ability to operate pallet jack, forklift and other warehouse equipment.

**ADDITIONAL REQUIREMENTS OF THIS POSITION**

**REPETITIVE MOTIONS:** Movements frequently and regularly required using the wrists, hands, and fingers.

**PHYSICAL STRENGTH:** Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently and 5 lbs. constantly.

This position requires frequent travel to various remote job sites; therefore, the candidate must have reliable transportation.

## 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: \_\_\_\_\_