



# Food Bank RGV

## JOB DESCRIPTION

<b>JOB TITLE:</b>	CSFP (Commodity Supplemental Food Program) Coordinator	<b>DATE:</b>	February 2026
<b>DEPARTMENT:</b>	25 Programs	<b>WRITTEN BY:</b>	Cynthia Alcocer-Garcia
<b>CLASSIFICATION:</b>	Non Exempt	<b>REVIEWED BY:</b>	CEOs
<b>POSITION/HOURS:</b>	Full Time *Some Weekends		

### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Manager of Programs and Inventory  
**POSITIONS SUPERVISED:** CSFP Distribution Associates, CSFP Eligibility Specialists

### JOB SUMMARY

The CSFP Coordinator is to oversee and direct the logistics and operations of the CSFP program. Ensures compliance with federal guidelines of the CSFP program and the Food Bank RGV policies are maintained.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Lead and mentor a team of distribution professionals, providing guidance, training, and performance feedback
- Foster a positive and collaborative team culture focused on achieving FBRGV goals
- Provide feedback and implement strategies for continuous improvement
- Updates and enters new CSFP applications
- Runs reports on CSFP distribution sites
- Purchases office and maintenance supplies for warehouse and office
- Makes sure all purchase orders are coded properly for each department and event
- Immediately verifies all shipments received through USDA
- Ensures completion of all aspects of record keeping, making reports, entries, adjustments, etc. connected to CSFP
- Assists CSFP database on a monthly basis
- Documents additions, disbursements, adjustments, losses and removal of inventory items
- Runs daily reports at the end of each working day
- Acts as the liaison between clients, sites, and Sub-Distributing Agencies
- Conducts annual training to all CSFP staff and Sub-Distributing Agencies
- Coordinates CDL Drivers and CSFP Eligibility Specialists to different distributions sites
- Assists with site distributions, when needed
- Assures correct amount of food boxes are available for each distribution site
- Works with Volunteer Services Specialist to coordinate volunteers to assist in making food boxes and helping at distribution site as needed
- Enforce safety protocols and conducts regular safety audits to maintain a safe working environment
- Ensure that all health and safety standards are met according to established guidelines
- Complies with all health regulations and other laws that govern food handling
- Contributes to team effort by accomplishing related results as needed
- Meets with Senior Manager of Programs and Inventory once every two weeks for status updates and reports
- Effectively and efficiently communicates any changes in scheduling, sites, etc. with the Senior Manager of Programs and Inventory

- Evaluates existing procedures and recommends improvements to the Senior Manager of Programs and Inventory
  - Performs additional duties as assigned by the Senior Manager of Programs and Inventory
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## 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 the FBRGV
- High school diploma or equivalent
- Minimum one year of supervisory experience of leading a team
- 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
- Availability to work evenings, nights, and/or weekends

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

**SKILLS/ABILITIES:**

- Minimum one year supervisory experience of leading a team
- 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.
- Ability to lift up to 50lbs. Ability to bend, squat, reach, stretch, stand, sit, twist and exert bodily force.

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## 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.

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