

St. Mary's Food Bank Alliance

POSITION OPENING

TITLE: TEFAP Coordinator
DEPARTMENT: Programs
REPORTS TO: USDA Program Manager

PRIMARY JOB DUTIES

Responsible for all aspects for The Emergency Food Assistance Program (TEFAP) distribution in the areas served by St. Mary's Food Bank Alliance. Responsibilities include: location of site, recruitment of Site Coordinator, coordination of distribution date(s), placing and monitoring of order status, training of Site Coordinator on distribution requirements as well as inventory and participation reports, communication and coordination with site directors as necessary, collection of relevant reports from sites in a timely manner, inspection of relevant reports for accuracy and assisting Program Manager in the creation of State Reports based on the data collected from the sites.

JOB SUMMARY

1. Develops new sites in assigned service area.
2. Locates and trains distribution site volunteer(s) and/or staff to oversee and facilitate distribution at site.
3. Trains volunteers at site on program qualifications and record retention.
4. Maintains existing distribution sites in assigned service area.
5. Coordinates distribution date(s) with USDA Programs Manager, Logistics Manager, and Transportation Manager.
6. Ensures receipt of accurate monthly reports from sites in a timely manner, transfers information into an internal distribution and households report, which is used to generate both future orders and to create the monthly state program report.
7. Works with the USDA Programs Manager to create the State report to include the following information for each site: sites' participant counts and type of client, as well as sites' ending inventory.
8. Using the distribution report, calculates sites' ending inventory and participation count, determining order amounts to correspond with food on hand and needed distribution levels.
9. In accordance with TEFAP regulations, utilizes the principle of "first-in-first-out" (FIFO) to ensure product is utilized from warehouse in a timely manner.
10. Maintains a first-hand knowledge of TEFAP product distribution, occasional visiting sites or assisting with agency efforts.
11. Works in Ceres/Navision database to generate outgoing orders.
12. Works with USDA Programs Manager, Warehouse Manager, Inventory Managers and other staff to ensure accurate product counts and product shipment to clients and distribution agencies.
13. Works with USDA Programs Manager and Allocation Manager to best utilize TEFAP product in the support of the EFB program. Cross-trains to back-up the CSFP Coordinators and occasionally assist with CSFP Box

QUALIFICATIONS

High School graduate or GED equivalent. Customer service experience, data entry High level of interpersonal skills to work effectively with others Understanding of Microsoft Office software, good written and verbal communication skills. Current driver's license and clean driving record. Knowledge of basic math. Planning and organization skills. Good interpersonal skills Ability to work independently and effectively with minimal supervision. Ability to work effectively in a team environment.

Candidates interested in applying for this position should submit an internal application and/or a resume detailing their experience to Patrick Snyder.