



August 19, 2020

JOB ANNOUNCEMENT

FULL-TIME FOOD PROGRAM SUPPORT SPECIALIST

Okanogan County Community Action Council is seeking a Full-time Food Program Support Specialist. This position will involve working with the Agency's food programs and the County's food bank systems. The successful candidate will work with the Food Programs Leader and/or the Food Program Warehouse Specialist in the implementation of food program activities. In addition, the candidate will need strong communication skills and the ability to problem solve. This position requires some work in a cold storage environment.

MINIMUM QUALIFICATIONS:

Experience in purchasing, scheduling, storage and distribution of food commodities; maintenance of warehouse facilities; ability to drive a forklift; experience pulling a trailer desired, basic computer skills; highly organized; strong communication and interpersonal skills; demonstrated understanding of low-income culture; ability to work on a team and with volunteers; ability to lift and/or move objects at waist-high up to 75 pounds and often lift and/or move objects up to 50 pounds above head; Bilingual (English/Spanish) desired; valid Washington State driver's license; acceptable driving record; and valid Food Handler's Permit or ability to receive one.

SALARY RANGE: \$13.50 – \$20.54 per hour, Dependent upon Experience

CLOSING DATE: 3:00 pm, on Thursday, September 3, 2020; or until filled.

HOW TO APPLY: visit www.occac.com to view the job opening. Click the "About Us" tab at the top of the page. Then select the Employment link.

APPLY BY OCCAC APPLICATION, COVER LETTER AND RESUME TO:

Okanogan County Community Action Council

ATTN: Connie

P.O. Box 1067

Okanogan, WA 98840

connien@occac.com

(509) 422-4041

1-877-641-0101

FAX (509) 826-7339

EEOC/AA Employer

JOB DESCRIPTION

FOOD PROGRAM SUPPORT SPECIALIST

NON-EXEMPT

The Food Program Support Specialist position will be responsible to administer the operation of food and nutrition programs and grants. Responsibility includes the implementation of food and nutrition educational projects. The Food Program Support Specialist will also be responsible for monthly reporting and grant compliance as required by funders. This position will work with the Nutrition Programs Leader to ensure grant requirements are met.

The Food Program Support Specialist will have a general knowledge of all food program requirements. This position will assist the Food Program Warehouse Specialist position when needed. Such duties may include performing routine tasks as needed to assure the efficient operation of all warehouse activities. Assist in the Agency's food programs and County food bank system to include scheduling, storage, and distribution of food commodities.

The Food Program Support Specialist is supervised by and accountable to the Nutrition Programs Leader (or the Programs Director in the absence of the Nutrition Programs Leader).

FOOD & NUTRITION DUTIES AND RESPONSIBILITIES – 90%

- Administer Food & Nutrition program grant compliance, reporting, and applications.
- Communicate with Food Bank volunteers and agency staff to facilitate food purchases and distribution.
- Facilitate increased communication, donations and volunteer efforts between all food related programs.
- Coordinate and maintain inventory, records of distribution and prepare timely required reports for the food programs, as needed.
- Record, track and balance county wide Food Bank donations received with financial reports on a monthly basis, as needed.
- Assist in planning, coordination, and participate in meetings pertaining to food programs.
- Assist Nutrition Programs Leader with gathering information and completing forms needed to submit for new contracts, contract renewal, and contract closing.
- Be courteous to clients in all interactions and maintain confidentiality of client information.
- Be able to inform and explain to clients “best practices” in specific topic (as stated above).
- Assist in training and coordinating volunteers.
- Assist with classes on different topics revolving around food and nutrition including but not limited to gardening, preserving, cooking, and nutrition.
- Be familiar with and able to complete monthly reporting forms in a timely manner.
- Track data of clients and programs.
- Must be able to work weekends and evenings when assigned.
- Acquire a Food Handler's Permit from the Health District.
- Acquire valid CPR & First Aid certifications within 120 days of employment.
- Willingness to expand knowledge base & participate in trainings
- Perform miscellaneous duties as assigned by the Nutrition Programs Leader.

FACILITY DUTIES AND RESPONSIBILITIES – 10%

- Monitor and record ongoing pest control records, maintenance, and procedures
- Routinely check and change air system filters as needed/required.
- Water and maintenance of inside plants
- Routine parking lot and sidewalk clean up including light snow and debris removal
- Routine checking of facility fire extinguishers
- Delivery and pick up of agency vehicles for maintenance, inspection, and/or repair appointments
- Gather and properly recycle agency recycled materials (i.e paper/cardboard).
- Assist in completion of other routine facility tasks as needed.

DESIRABLE QUALIFICATIONS

- Strong communication and interpersonal skills
- Ability to work with volunteers
- Ability to work on a team & independently
- Computer skills including but not limited to Microsoft Office programs
- Problem solving abilities
- Ability to read and communicate in English
- Strong organizational and detail-oriented skills
- Ability to perform accurate, timely detail work
- Demonstrated understanding of low-income culture
- Forklift experience desired
- Experience pulling a trailer desired
- Willingness and ability to travel on agency business
- Valid Washington Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record
- Familiarity with Warehouse heavy equipment such as forklifts is desirable
- Ability to speak Spanish helpful

PHYSICAL DEMANDS ON THE JOB

While performing the duties of this job, the employee is constantly required to sit, talk, see, and hear. The employee is constantly required to stand, walk, or use hands to handle or feel objects, tools, standard keyboards and office equipment or controls and reach with hands and arms. The employee may be required to stand for up to 2 hours at a time. The employee will occasionally need to lift and/or move objects up to 50 pounds and seldom lift and/or move objects up to 75 pounds. Noises in the work environment are usually moderate. Employees in this position occasionally work in extreme weather conditions (heat in the summer, cold in the winter).