

**Community Action Program of East Central Oregon
(CAPECO)
Job Description**

Position:	FOOD PROGRAMS COORDINATOR
Supervised by:	Program Manager & Director of Programs
Department:	Food & Nutrition
Classification:	Regular Full Time
Position Status:	Non-Exempt
Location:	Pendleton Warehouse
Salary Level/Wage:	Range 10 - \$2,373
Benefits:	Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays
Closing:	This position is open until filled, screening 12/29/2017

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return the completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or aalexander@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

Coordinates the agency's food programs with emphasis on the Food Distribution Program on Indian Reservations (FDPIR) and Commodity Supplemental Food Program (CSFP). On-going communication with the program grantors, Confederated Tribes of the Umatilla Indian Reservation Oregon Food Bank, and the United States Department of Agriculture. Responsible for the integrity of the programs and must determine household eligibility, distribute commodities, compile reports and food orders through the utilization of special software programs plus retain and complete various required documentation. Maintain effective on-going contacts with the Department of Human Services, as well as community and civic organizations to promote the programs.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Ensure adherence to all requirements as well as the implementation of all agency goals for addressing the hunger needs of the region.
- Determines client eligibility.
- Maintains a client file system for commodity recipients.
- Prepare monthly, quarterly and annual reports and grant information for grantor and CAPECO.
- Develop forms for use during the delivery of the program in compliance with Federal and State rules and regulations.

- Compile information for monthly inventory reports and food orders. Submit reports in accordance to predetermined time lines.
- Requires marketing of programs.
- Assists in the development of nutrition education for program participants
- Evaluate internal progress of program delivery.
- Interpret regulations and compliance issues for program.
- Represent CAPECO at various meetings.
- Coordinate, recruit and train volunteers.
- Perform other duties as assigned by the Manager/Director.
- Organize, stock and move cases and totes of food product onto shelves and into coolers so they are available to clients for selection.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A two-year college degree plus two years of relevant work experience.
- Excellent communication, interpersonal, and customer service skills.
- Demonstrated work experience utilizing Excel, Word and Publisher.
- Communicate clearly and concisely, both orally and in written text with various socioeconomic groups.
- Proven public relations ability and knowledge of community resources and programs.
- Ability to lift up to 50 pounds on a regular basis.
- Operate a forklift and pallet jack.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must regularly lift, and/or carry/move objects up to 50 pounds.

This job operates in a warehouse/office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets. The position also occasionally operates forklifts and pallet jacks.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position.

- CAPECO is a drug free workplace and pre-employment screening will be required.
- Possession of or ability to obtain a valid Oregon Driver's License and insurable driving record is required.
- Must have an Oregon Food Handlers permit or ServeSafe, or obtain it within three months of hire.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

EMPLOYEE'S SIGNATURE

DATE

EQUAL OPPORTUNITY EMPLOYER