

Position: Distribution Clerk/Outreach Driver
Department: Food Distribution Program
Supervisor: Distribution Manager
Supervises: No One
FLSA Status: Non-exempt

Position Summary:

This position assists in receiving and storing commodities; assists with daily physical, end-of-month, and perpetual inventories. Distributes commodities to recipients using AIS check out in store, from back of truck at tailgate sites and home deliveries. Operates trucks, forklifts, and electric pallet jacks in receiving, storing and unloading USDA commodity foods. Conducts certification interviews on home delivery participants. Reports to and is supervised by the Distribution Manager. In absence of the Distribution Manager will report to Warehouse Inventory/Clerk Driver.

Duties and Responsibilities:

- Aids in the unloading of USDA Commodity Food shipments, assures accurate counts upon receipt, placement of perpetual sheets on received pallets, storing received food on first in, first out basis.
- Opens and moves USDA commodity food from warehouse as directed to stock/restock store(s), pulls commodity food needed for tailgate truck and helps load food onto truck.
- Aids in the daily physical inventory of store(s), tailgate truck inventory, and monthly physical inventory of warehouse(s), tailgate truck, and store(s).
- Aids in maintaining accurate records of commodity food moved from warehouse to store(s) and tailgate truck using perpetual and inventory sheet, damaged goods form, and food transfers.
- Aids in checking out participants in the store(s) using the Automated Inventory System (AIS) on store computer at check out counter. Aids in distributing food to participants from the back of the truck at tailgate sites.
- Aids in shopping, boxing food, labeling with participants name, loading and un-loading of food for home deliveries of elders, disabled, and hardship households.
- Certifies home delivery participants at their residence and insures certification is in full compliance with the USDA regulations in the FNS 501 Handbook. Enters household data on AIS system, prepares and enters all necessary document verification for the case file, maintains certification log, and sets up next appointment for home delivery.
- Responsible for the accuracy of distribution levels to participants by checking I.D. distribution cards, or eligibility letter for correct household size.
- Operates large equipment, including fork lifts, electric pallet jacks, and truck(s) in loading, unloading and stocking in preparation for distribution and transporting USDA commodity foods.
- Ensures safe driving of vehicles and equipment, receipt, storage, and distribution practices of the Nation's Safety Procedures.

- Assists in the maintenance of warehouse, vehicles, and equipment as assigned by Distribution Manager.
- Performs other related work as assigned.

Knowledge, Skills, and Abilities:

- Appropriate driver’s license, insurable, experience in operating/maintaining fork-lifts, electric pallet jacks, and driving large van.
- Knowledge and skill in basic arithmetic and records for certification procedures
- Inventory skills
- Skills in relating with the general public
- Excellent physical condition

Education and Experience:

- High school diploma or GED
- 2 years experience, preferably in USDA Food Distribution Program or in comparable food warehouse/supermarket

_____ **Math Test**
 _____ **Physical Examination**

Employee’s Signature Date

Supervisor’s Signature Date