

## VIRGINIA PENINSULA FOODBANK

### JOB DESCRIPTION

**JOB TITLE:** USDA Programs Manager

**POSITION REPORTS TO:** Director of Agency Services

#### **JOB DESCRIPTION:**

The USDA Program Manager is responsible for the effective operation of The Emergency Food Assistance Program (TEFAP). Specifically, the position is responsible for accessing the product from the Virginia Department of Agriculture and Consumer Services (VDACS), managing the inventory, reviewing and preparing required reports, training and monitoring partner agencies on the program requirements, and interacting with VDACS representatives. This position will be responsible for the supervision of the CSFP and the Mobile Pantry Coordinator Positions. Monitor and ensure the efficient USDA product distributions at VPFB sponsored Mobile Pantry sites. Monthly reporting for the Commodity Supplemental Food Program (CSFP) and working with the Director of Agency Services (DSA) to ensure the Foodbank is meeting State requirements.

#### **JOB DUTIES:**

- Oversight of the USDA CSFP and TEFAP programs.
- Supervise, train, manage, direct and evaluate CSFP and Mobile Pantry Coordinators.
- Collaborate with Product Sourcing Manager to develop the TEFAP and CSFP orders based on allocation, availability, need and delivery expectations distributed in order to keep inventory at recommended levels for future distribution.
- Work with Product Sourcing, Logistics, Warehouse and Facilities Managers and Inventory Control Specialist to ensure product is received, handled to ensure accurate inventory levels and product is distributed in an appropriate manner.
- Control, oversee and prepare monthly and quarterly inventory and statistical reports for the TEFAP and CSFP programs for VDACS and COO.
- Invoice and receipt all incoming and outgoing USDA products.
- Receipt all USDA products in the WEBSCM online software system.
- Review and track monthly and/or quarterly USDA site reports for accuracy.
- Provide TEFAP initial orientation and ongoing training as needed for all TEFAP sites and Foodbank employees.
- Ensure TEFAP orders are pulled and ready for agency pickup in a precise and timely manner.
- Maintain and update agency related records/files/reports as related to USDA commodities.
- Perform monitor evaluations and field visits of all USDA partner agencies and sites.
- Assist Agency Services team with programs and initiatives as related to USDA commodities, CSFP and Mobile Pantry programs.
- Share food training information with partner agencies, as needed.
- Work with Volunteer and Production Coordinators to ensure pick tickets and packing for USDA and CSFP commodities orders for programs are accurately completed.
- Data entry of TEFAP all reports.
- Assist with Fresh Trak training and Partner Agency transition.

- Oversight of the USDA products listing in accounting software for agency orders.
- Oversight and management of Primarius Web Window Accounts Approval of all online ordering by TEFAP distributing agencies
- Ensure accuracy and compliance of and submission of all reporting requirements of Feeding America, USDA, VDACS, and any other regulatory body and prepare documents as requested for any audits.
- Provide assistance to food insecure individuals.
- Complete regular inventory checks and provide monthly/annual reporting to DAS for program accuracy.
- Collaborate with Partner Agencies to improve equitable distribution of products and services.
- Communicate details of distributions with appropriate staff including: DAS, COO, Logistics Manager, Volunteer Coordinator (when requested).
- Conduct distributions, determine eligibility, enroll new clients & register existing clients for service. Provide direct assistance to clients as needed.
- Develop client specific educational materials for the programs.
- Assist with Agency Services programs, initiatives and provide field support as assigned by the DAS.
- Supervise and train volunteers during distribution, tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.
- Commit to and understand the VPFB mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- In addition to demonstrated commitment to the Virginia Peninsula Foodbank mission to provide food security, the USDA Manager must have the ability to work with a diverse group of people, both staff and volunteers, and the ability to multi-task as circumstances dictate.

**Work Experience:**

- Bachelor's degree or equivalent of 4 years of experience in program management in social services, business or food industry.
- Preferred: 2 Years, working with neighbors in need or social service organization.

**QUALIFICATIONS: Preferred Skills, Abilities & Certifications/Licenses:**

- Bachelor's degree or equivalent of 4 years of experience
- Valid VA Driver's License
- Excellent people skills with an ability to work in a diverse environment with people of various educational, ethnic and socio-economic backgrounds and ages
- Excellent oral and written communication skills
- Develop and maintain complex spreadsheets and databases. Design and implement automated processes for data entry, analysis, and reporting. Create pivot tables and charts to visualize data
- Food Safety Managers Certification or the ability to receive certification within three months of hire
- Ability to read and interpret documents such as pick tickets, safety rules, operating and maintenance instructions and procedure manuals
- Must be detail oriented with an ability to multitask effectively
- Self-motivated with ability to work independently and as an effective member of a team with a high degree of concentration and task focus.
- Demonstrate ability to multi-task several priorities and possess solid time management skills
- Ability to develop and write monthly reports for Foodbank, Feeding America and USDA
- Ability to perform basic math functions and to calculate figures and amounts such as percentages,

proportions, conversion, weights and measures and volume in all units of measure, using whole numbers, common fractions and decimals.

- Answer and make telephone calls in a concise and professional manner.
- Ability to maintain all paperwork and records assigned to this position
- Ability to operate office equipment (Fax; Printer; Copier and Scanning)
- Ability to perform duties in accordance with the Foodbank's Illness and Injury Prevention Program
- Fork Lift truck certification or ability to receive certification after hire

**Physical Demands:**

While performing duties of this job, the employee is regularly required to when working in office or warehouse environment. Must be able to work in all weather and warehouse conditions; including refrigerated and freezer spaces.

This job requires that weight be lifted or force be exerted up to 50 pounds when handling inventory, donations, equipment, document and files.

- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Regularly required to talk or hear when communicating with employees and clients.
- Perform duties and work in all types of weather conditions in and out outdoors.
- Use hands and fingers to handle, or feel
- Reach with hands and arms
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

**General Sign-off:** Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Position: USDA Programs Manager

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Virginia Peninsula Foodbank or any employee thereof will not discriminate in employment, housing, or accommodations because of race, color, religion, national origin, sex or gender, age, familial status, source of income, veteran status, disability, sexual orientation, or gender identity. Administrative and personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.*