

**INGHAM COUNTY
JOB DESCRIPTION**

FOOD BANK SPECIALIST

General Summary:

Under the supervision of the Food Bank Coordinator, reviews applications and determines eligibility of applicants for emergency food assistance. Provides information to callers regarding policies, procedures, and eligibility requirements of the program, works with pantries regarding referrals, and completes and maintains forms and reports associated with the work.

Essential Functions:

1. Interviews applicants and gathers information to determine eligibility for emergency food assistance including household income, number of persons in the household, date of last food bank assistance, and amount of time until the applicant will receive a pay check or financial assistance.
2. Reviews collected information and determines eligibility for receiving assistance from the Food Bank. Refers approved clients to the appropriate food closet.
3. Obtains client names from other agencies such as Cristo Rey, Salvation Army, and American Red Cross. Records information on file cards and refers clients to the proper food closet.
4. Acts as a volunteer coordinator by contacting public and private agencies to recruit volunteers, providing orientation to new volunteers, and setting work schedules for volunteers. May oversee volunteers in the office, making job assignments and reviewing work in progress and on completion.
5. Coordinates and chairs the Food Operator's meetings which are held to discuss and resolve problems and distribute information associated with the Food Bank program.
6. Arranges contacts between food donors and food closets and other organizations.
7. Makes presentations to interested groups to inform them of the volunteer and donor opportunities available and elicit their participation in the Food Bank program.
8. Accounts for volunteer time and mileage and records all volunteer activities on required forms. Prepares regular reports concerning program activities such as "In Kind Donation", volunteer hours, number of food requests received, and the number completed.

Other Functions :

9. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or equivalent. Prefer advanced course work in human services or a related area.

Experience: One year of general clerical experience is required. May require experience and training in various computer software and equipment. Prefer experience working with clients who are in difficult circumstances.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and retrieve documents from office files.
- Ability to enter and retrieve information from the computer.
- Periodic prolonged periods of sitting at computer terminal.

Working Conditions:

Works in office conditions.