

Saguache County Department of Social Services

Commodities Technician Job description

WORK LOCATION

Saguache County DSS Office, 605 Christy Ave, Saguache CO, 81149

SUPERVISED BY

Director or Deputy, Saguache County Social Services

WORKING HOURS

Normal office hours, 8am until 4 pm, Monday thru Friday.

POSITION SUMMARY

Manages, organizes and certifies the distribution of food for The Emergency Food Assistance Program (TEFAP) and Colorado Supplemental Food Program (CSFP) to the residents and seniors of Saguache County who qualify for the current requirements of the programs.

Advertising and scheduling volunteer and help will include working with other State programs run by the Saguache County Social Services.

KNOWLEDGE AND EXPERIENCE REQUIRED

High school diploma or GED equivalent. Experience and working knowledge in Word and Excel, organizational skills for inventory management and reporting required. Must have a valid driver's license and be able to drive a vehicle pulling a trailer.

JOB REQUIREMENTS

- Position requires some lifting for unloading and distributing food items, including frozen and canned items. Good person skills for client contact. Organizational skills for inventory management and reporting, and for daily, weekly and monthly time management. Must be able to lift up to 50 lb. boxes.

JOB FUNCTIONS

Coordination of food delivery, reporting and audits with Care and Share and State oversight groups. Includes inventory and expiration date management.

Packing boxes/bags of food for each town and group (TEFAP and CSFP) and keeping complete records to ensure fairness and equitability of distribution.

Scheduling, advertising, coordinating volunteers and help needed for distribution, certification of clients, and helping clients to ensure their safety.