



Community **FOOD BANK** of Eastern Oklahoma

Position: Federal Meal Programs Assistant

Reports to: Manager of Community Initiatives

Status: Part Time (approx. 30 hours per week); Non-exempt

Position Description: The Federal Meal Programs Assistant is responsible for supporting existing community initiatives which provide meals to those in need through federally-administered programs, including the Child and Adult Care Food Program (CACFP). This versatile support role includes administration as well as operational support through inventory management and deliveries.

Essential Duties and Responsibilities:

- Managing inventory of purchased product designated for federal meal programs
- Organizing and building orders for meal sites
- Delivering weekly orders and collecting records from meal sites as needed
- Organizing records for CACFP, data entry and processing
- Assisting with required monitoring procedures

Qualifications:

- Strong organizational skills and attention to details.
- Strong oral and written communications skills.
- Excellent customer service skills.
- Ability to work on multiple tasks.
- Ability to work independently and as a team player.
- Ability to work with diverse group of people.
- Basic MS Office proficiency

Additional Requirements:

- Valid Oklahoma driver's license, insurance, good driving record
- Must be able to perform the essential duties and responsibilities with or without reasonable accommodation
- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 50 lbs., perceive depth, sit for extended periods, use a computer, work with others, work alone, work protracted or irregular hours and travel by car, van, bus and airplane.