



**CAPITAL AREA COMMUNITY SERVICES, INC.
COMMODITY FOOD PROGRAMS
MEMORANDIUM**

TO: All CACS Employees, Volunteers and General Public.
FROM: Dana Tomaski, Program Manager
Date: December 12, 2018
RE: Job Posting

Applications are now being accepted for the following position:

Two Part-Time/ Temporary Commodity Foods Distributor II – Lansing, MI

Entry-level pay is \$11.36/an hour

Part Time/Temporary

****A Job Description is attached****

To be considered for this position,

An Agency Application*

Must be submitted to the contact information below.

Applications are accepted until job is filled

*Access CACS application at: <http://cacs-inc.org/about/career-opportunities>

Contact person: Dana Tomaski
Phone: (517) 393-1722
Email: dtomaski@cacs wx.org

C.A.C.S., Inc. is an Affirmative Action/Equal Opportunity Employer.
This is a simultaneous Internal/External Posting pursuant to CACS Policies and Procedures.

Capital Area Community Services, Inc.

Job Description

Title: Commodity Distributor II (CDL)

Department: Commodity Foods

Reports to: Warehouse Manager

FLSA: Non-exempt

Supervises: None

Updated: October 2018

General Summary

Under the direction of the Warehouse Manager, the **Commodity Distributor II (CDL)** will be responsible for packing and distributing CSFP and TEFAP food commodities in Ingham, Eaton, Clinton and Shiawassee counties. Specific job duties are:

Essential Function

1. Adhere to CACS policies put forth in the CACS Personnel policies
2. Ensure a clean and organized work area
3. Accurately sign in and sign out; report hours accurately on a bi-weekly time sheet
4. Behave in a courteous manner toward clients, volunteers and community members
5. Dress appropriately per CACS personnel policies
6. Show initiative and a self-starter; reliable and punctual
7. Ensure all required paperwork is accurate, complete and turned in by the required time
8. Work in a safe manner
9. Work collectively as a member of a team
10. Learn eligibility rules and certify clients
11. Explains resources available in the community, make referrals as needed

Primary Duties for Position

1. Unload delivery trucks; shrink wrap and label food pallets upon delivery; fill out necessary paperwork
2. Uses lift truck, dollies and hand trucks to move stock
3. Transports product using vans and large truck to various sites within our service area
4. Assembles boxes, packs items, account for damaged food, and assist in setting up tables
5. Clean warehouse, large truck and van on a weekly basis
6. Arrive at distribution sites with enough time to set up and be prepared to start the distribution on time to minimize clients wait
7. Maintain client records and ensure confidentiality of all client information

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all duties that maybe performed.

Additional Qualifications

1. Required to have a valid CDL license and meet medical standards for driving a large truck; and able to operate fork truck
2. Basic math and reading skills at a high school level
3. Entry level computer skills
4. Able to repetitively lift 40 pounds using proper lifting techniques
5. Able to stoop, bend, and reach above one's head

Work Schedule

1. Hours per week: Part time/Temporary
2. Weekly schedule: As determined by supervisor
3. Work hours: Scheduled between the hours of 8:00 a.m. to 4:30 p.m. (Some Saturdays); as determined by supervisor