



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, California 95965 (530) 538-7559 FAX (530) 533-7470

INSTRUCTIONS TO APPLICANTS FOR THE POSITION OF:

FOOD BANK SUPERVISOR

SALARY

RANGE 73 (\$15.26 - \$19.58)

OPEN UNTIL SUFFICIENT APPLICATION RECEIVED

IMPORTANT INFORMATION, PLEASE READ CAREFULLY!

AGENCY APPLICATION:

COMPLETE ALL PAGES OF THE APPLICATION. YOUR SIGNATURE IS REQUIRED. Do **NOT** USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION. **FAILURE TO PROVIDE ANY OF THE REQUIRED INFORMATION WILL RESULT IN THE REJECTION OF YOUR APPLICATION.** APPLICATION PACKETS MAY BE HAND-DELIVERED, FAXED OR SENT BY MAIL.

COVER LETTER (REQUIRED)

RESUME (REQUIRED)

LETTERS OF RECOMMENDATION (OPTIONAL, BUT RECOMMENDED)

JOB RELATED TRANSCRIPTS AND/OR CERTIFICATES ARE REQUIRED

DMV PRINTOUT (LESS THAN 30 DAYS OLD REQUIRED)

PLEASE SUBMIT APPLICATION PACKET IN THE FOLLOWING ORDER:

1. COVER LETTER (REQUIRED)
2. AGENCY APPLICATION (REQUIRED)
3. RESUME (REQUIRED)
4. LETTERS OF RECOMMENDATION (OPTIONAL, BUT RECOMMENDED)
5. JOB RELATED TRANSCRIPTS OR CERTIFICATES (REQUIRED)
6. DMV PRINTOUT (REQUIRED)
7. REFERENCE AND BACKGROUND CHECK PERMISSION (REQUIRED)
8. AFFIRMATIVE ACTION QUESTIONNAIRE (OPTIONAL)

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO PROVIDE ALL COPIES OF DOCUMENTS YOU ARE SUBMITTING. **THE COMMUNITY ACTION AGENCY DOES NOT MAKE COPIES FOR APPLICANTS.** INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

FOOD BANK SUPERVISOR

DEFINITION

Under supervision the incumbent will organize, oversee, and coordinate the activities and operations of a food bank; to order and maintain necessary supplies; to monitor the work of assigned staff and volunteers in the food bank facility; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification have major responsibility for the timely serving of large quantities of food items at a food service site.

REPORTS TO

Food & Nutrition Manager and/or Director

CLASSIFICATIONS SUPERVISED

This is a supervisory position for Food Bank workers and volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required)*

1. Provides oversight and supervision to staff engaged in reviewing applications and determining eligibility of applicants for emergency food assistance;
2. Provides information to callers regarding policies, procedures, and eligibility requirement of the program;
3. Works with agencies regarding referrals and completing and maintaining forms and reports associated with the program;
4. Coordinates the acquisition and distribution of food including evaluating inventory choices, cost comparisons on food products, and processing weekly orders for each food site.
5. Arranges for food pickup or delivery, provides food invoices for payment, and maintains records of food distributed and dollars spent on food distribution;
6. Assists in the assessment needs for food and assists in the development of proposed budget and proposals for funding;
7. Maintains and enhances good public relations for increased awareness of hunger in the Agency's service area by participating in media interviews and making public presentations. Assists with the planning and implementation of fund raising activities such as food drives and annual events.
8. Maintains food bank and warehouse in a clean, orderly and safe manner to assure compliance with OSHA regulations including daily inspections and cleaning of freezers, refrigerators and storage areas;
9. Works closely with local citizen and community groups, churches, schools, retail businesses and other food banks to organize and prepare for food drives and to secure other donations;
10. Oversees the USDA Food Commodities/Food Plus monthly distribution;
11. Maintains and prepares records and reports related to food bank orders, distribution, and related activities;
12. Picks up clothing and food bank donations from a variety of sources and makes deliveries to various warehouses, food banks and clothing banks;
13. Recruits, trains and supervises volunteers in the food bank, food warehouse and ensures certification;
14. Supervises van drivers, approves and schedules pick-up of all donations;
15. Monitors vehicle usage and ensures proper maintenance of Agency vehicles;
16. Serves as primary contact for grocery stores and other organizations for food collection;
17. Maintains adequate stocks of janitorial, kitchen, and food bank supplies.
18. Responsible for the prompt and efficient delivery of food and other assistance to clients;
19. Maintains work areas and serving counters in clean, neat, orderly and sanitary condition;
20. Reports all accidents or incidents to the senior nutrition program office and completes the required reports.

TYPICAL 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): Frequently stands and walks for extended periods; stoops, kneels, and crouches to pick up or move objects, food items and food bank equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; non-typical physical ability to lift, push, and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

FOOD BANK SUPERVISOR - 2

TYPICAL WORKING CONDITIONS

Work is performed in a warehouse environment; exposure to heat and cold , and electrical energy; works in an environment with constant noise; works around equipment with moving parts; exposure to wetness and moisture; some exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff, senior citizens, students, and/or the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- And able to administer Agency's safety program, including building conditions, vehicle and worker safety;
- Basic procedures, methods, and equipment used in ordering and storing large quantities of food for food bank operations.
- Standard operation principles and use of warehouse equipment machinery.
- Food bank and warehouse inventory control systems.
- Computer programs, including Microsoft Word, Excel, Outlook, and Access.
- Safe work practices
- Basic sanitation and safety requirements associated with food serving operations.
- Mathematical calculations.
- Supervisory training, and work coordination principles.

Ability to:

- Supervise and train staff and/or volunteers for operational support of food bank and warehouse.
- Use and operate warehouse and food bank equipment in a safe and effective manner.
- Read and write at the level required for successful job performance.
- Use PC and laptop computers and various computer programs.
- Maintain food bank/warehouse inventory & organize the environment to promote efficient work and donor confidence.
- Maintain accurate records and prepare routine reports.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Work on own initiative without close supervision.
- Actively work to promote a comfortable, friendly atmosphere for all food bank participants and guests.
- Maintain and observe all safety precautions and practices.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two years of warehouse experience that included staff supervision.
- High School or High School equivalency required. Additional higher education preferred but not required.

Special Requirements: Some positions may require the following:

- Maintain a current CPR and First Aide Certification or must obtain both with 90 days of hire.
- Maintain a current ServSafe Certification.
- Possession of a valid and appropriate California Driver's License and auto insurance.

CERTIFICATION:

I certify that I have read and understand the duties and responsibilities of my job description as outlined above.

Employee's Signature

Date

Print Name

Community Action Agency of Butte County, Inc. personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency.

Original to Personnel File, copy to employee



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

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EMPLOYMENT APPLICATION

SO THAT YOU WILL RECEIVE FULL CONSIDERATION FOR EMPLOYMENT OPPORTUNITIES AT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC., PLEASE BE CERTAIN TO FILL IN ALL THE SPACES ON THE AGENCY'S APPLICATION FORM. **IF ANY INFORMATION IS MISSING, YOUR APPLICATION MAY BE REJECTED.**

APPLYING FOR THE POSITION OF: _____

NAME: _____
FIRST MIDDLE LAST

OTHER NAMES USED: _____

PHONE: () MESSAGE PHONE: () SOC. SEC. NO.: _____

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP CODE

MAILING ADDRESS: _____
IF DIFFERENT FROM STREET ADDRESS

DRIVER'S LICENSE NO.: _____ CLASS: _____ EXPIRATION DATE: _____

EMPLOYMENT ELIGIBILITY VERIFICATION:

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO

LIST ANY RELATIVE NOW WORKING FOR THIS AGENCY (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY): NOT APPLICABLE

NAME: _____ RELATIONSHIP: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? YES NO

IF YOU ANSWERED **YES** TO THE ABOVE QUESTION, USE THE SPACE BELOW TO EXPLAIN. (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

EDUCATION AND TRAINING

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION ON THE JOB DESCRIPTION BEFORE FILLING OUT THIS SECTION. PLEASE LIST SPECIFICS THAT QUALIFY YOU FOR THE POSITION, WHICH YOU ARE APPLYING. FAILURE TO LIST REQUIRED QUALIFICATIONS WILL ELIMINATE YOUR FROM CONSIDERATION.

TYPE OF SCHOOL	NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	MAJOR	LIST DEGREE OR DIPLOMA
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
VOCATIONAL, TRADE OR BUSINESS					

LICENSES/CERTIFICATES (ATTACH DOCUMENTATION):

EXPERIENCE AND EMPLOYMENT HISTORY:

PROVIDE THE PAST TEN (10) YEARS OR MORE OF PREVIOUS EMPLOYMENT HISTORY (FULL-TIME, PART-TIME, PAID, UNPAID OR VOLUNTEER) PERTINENT TO THE POSITION FOR WHICH YOU ARE APPLYING. **DO NOT USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION ON THIS FORM.** RESUMES MAY BE ATTACHED, BUT WILL NOT BE ACCEPTED IN PLACE OF A PROPERLY COMPLETED CAABCI EMPLOYMENT APPLICATION FORM. ACCOUNT FOR ALL PERIODS (THREE (3) MONTHS OR MORE) OF UNEMPLOYMENT. PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED.

FROM:	TO:	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u>
_____	_____			()
(MM/DD/YYYY)	(MM/DD/YYYY)	<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
TOTAL: _____ YR. _____ MO.				
HOURS PER WEEK: _____		SALARY: \$ _____ PER _____	NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>
IF YOU ARE CURRENTLY EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>				
<u>DUTIES:</u>				
FROM:	TO:	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u>
_____	_____			()
(MM/DD/YYYY)	(MM/DD/YYYY)	<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
TOTAL: _____ YR. _____ MO.				
HOURS PER WEEK: _____		SALARY: \$ _____ PER _____	NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>
<u>DUTIES:</u>				
FROM:	TO:	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u>
_____	_____			()
(MM/DD/YYYY)	(MM/DD/YYYY)	<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
TOTAL: _____ YR. _____ MO.				
HOURS PER WEEK: _____		SALARY: \$ _____ PER _____	NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>
<u>DUTIES:</u>				

LIST ANY FOREIGN LANGUAGE:

SPEAK: _____

WRITE: _____

WILL YOU BE ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS?

Yes No

REFERENCES: LIST BELOW THREE (3) PERSONS NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR WORK PERFORMANCE WITHIN THE LAST THREE (3) YEARS. PROFESSIONAL REFERENCES ARE PREFERABLE.

NAME	ADDRESS	PHONE	OCCUPATION	YEARS KNOWN

PLEASE STATE ANY PREVIOUS EXPERIENCES THAT QUALIFY YOU FOR THE POSITION WHICH YOU ARE APPLYING. _____

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN CONNECTION WITH THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION IS GROUNDS FOR DISQUALIFICATION FOR FURTHER CONSIDERATION FOR EMPLOYMENT AND/OR IMMEDIATE TERMINATION OF EMPLOYMENT IF DISCOVERED AT A LATER DATE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I FURTHER AUTHORIZE THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL PERTINENT INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, PERSONAL OR OTHERWISE. I RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU. I UNDERSTAND THAT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC. IS AN AT-WILL EMPLOYER.

APPLICANT'S SIGNATURE REQUIRED

DATE



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**REFERENCE AND BACKGROUND CHECK PERMISSION
FOR PROSPECTIVE EMPLOYEE**

I HEREBY AUTHORIZE ALL CORPORATION, COMPANIES, AGENCIES, CREDIT AGENCIES, SCHOOLS, GOVERNMENT AGENCIES, MILITARY SERVICES AND FORMER EMPLOYERS TO RELEASE INFORMATION THEY MAY HAVE ABOUT ME TO "COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC." OR ITS AGENTS AND EMPLOYEES, AND RELEASE ALL PERSON OR COMPANIES/AGENCIES FROM ANY LIABILITY OR RESPONSIBILITY FROM DOING SO.

FURTHER, I AUTHORIZE THE PROCUREMENT OF A CONSUMER REPORT AND CREDIT CHECK, AND UNDERSTAND THAT SUCH A REPORT MAY CONTAIN INFORMATION ABOUT MY BACKGROUND, CHARACTER, AND PERSONAL REPUTATION. I UNDERSTAND THAT THIS NOTICE WILL ALSO APPLY TO ANY FUTURE UPDATE REPORTS THAT MAY BE REQUESTED.

SOCIAL SECURITY NUMBER: _____-_____-_____

APPLICANT'S SIGNATURE: _____

APPLICANT'S PRINTED NAME: _____

DATE: ____/____/____

