

COMMODITY DISTRIBUTION REPRESENTATIVE

NATURE OF WORK

This is administrative work in the management of the commodity distribution program governed by the North Carolina Department of Agriculture.

Employees inspect and make recommendations for improvements to storage facilities in eligible institutions, check inventory and distribution records, and suggest improved methods for the distribution and consumption of foods donated by the federal government. They interpret the commodity distribution program for and promote it to county officials, public school and welfare agency personnel, and other interested groups through field visits, office conferences, and correspondence. Work assignments originate from and are performed under the general supervision of the Commodity Distribution Assistant Director and are reviewed through periodic conferences and reports to determine conformance with established policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK

Consult with and advise officials of public and private institutions or recipient agencies of eligibility, storage, and utilization requirements for receiving donated commodities.

Audit applicable records of schools, institutions, or agencies participating in the commodity distribution program to determine compliance with established rules and regulations.

Visit schools, institutions, welfare agencies, and other facilities receiving surplus commodities to inspect and advise on proper use and storage of commodities.

Establish and conduct workshops on the care and use of donated commodities for families receiving food.

Train recipient agencies personnel in the receipt, storage, distribution, and record-keeping procedures necessary in the administration of the commodity distribution program.

Investigate complaints of damaged or spoiled commodities; determine if fault or negligent action was involved; and, initiate claim for adjustments if necessary.

Perform related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

General knowledge of modern methods of large-scale distribution, warehousing, and transporting of perishable and non-perishable foods.

General knowledge of the policies, procedures, and history of the federal and state commodity distribution program.

Some knowledge of the operations and functions of all levels of state educational, institutional, and welfare organizations.

Ability to supervise the arrangement of commodities and floor space for accessibility and to prevent spoilage.

Ability to train warehousemen and recipient agencies, employees in the receipt, storage, and distribution of food.

Ability to establish and maintain effective working relationships with administrative officials, recipient agencies' employees, and the general public.

Ability to express oneself clearly and concisely in oral and written form

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree from an appropriately accredited institution preferably in agricultural economics, business administration or marketing and one year of experience in work requiring considerable public contact; or an equivalent combination of education and experience.