

Central California Food Bank
Job Description



Job Title: Programs Supervisor (CalFresh)
Reports To: Chief Operations Officer
FLSA Status: Exempt

Prepared By: HR Manager
Approved By: President/CEO
Approval Date: 6/26/2018

POSITION SUMMARY:

The Programs Supervisor (CalFresh) is responsible for supervising Central California Food Bank (CCFB) CalFresh Outreach programs staff. This includes SNAP/CalFresh, and all legislative and budgetary advocacy related activities to the program. This management position ensures the organization's success in the areas of responsibility outlined below.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Supervise program implementation and evaluation for SNAP/CalFresh Program. Provide strategic direction to meet CCFB's strategic goals as it pertains to the above outlined programs.**
 - Oversee adherence to all applicable CAFB and CDSS CalFresh program regulations and guidelines.
 - Responsible for coordination with Finance Department on timely submission of CAFB CalFresh invoice packages.
 - Recommend opportunities for capacity/process improvements within existing programs and develop a plan for execution.
 - Communicate strategic opportunities with staff for program growth and development, and provide support and guidance for staff when executing opportunities.
 - Collaborate with CCFB's grant writer to secure and or sustain program funding

- 2. Supervise Programs Staff including the recruitment, training and development to facilitate performance results.**
 - Assist with hiring, training, coaching and evaluating performance of direct reports.
 - Enforce Central California Food Bank policies and procedures.
 - Work with direct reports to identify performance metrics and manage/monitor progress for their area of responsibility.
 - Provide teambuilding and timely recognition for CalFresh Programs staff.
 - Approve and submit payroll reports for timely and accurate processing.
 - Hold monthly meetings with direct reports
 - Responsible for timely information dissemination/communication with direct reports

- 3. Information and budget management**
 - Work with CalFresh Programs staff to ensure spending is within budget parameters.
 - Participate in creation of department operating budget and track and analyze spending monthly.

- Track and prepare reports as required by Central California Food Bank, California Association of Food Banks, Feeding America and other agencies as required.
- 4. In alignment with CCFB’s legislative agenda, develop and implement a comprehensive framework for local and statewide advocacy efforts as it pertains to SNAP/CalFresh Program, a subset of the Farm Bill**
- Participate at regional, statewide and national collaborative to advance advocacy issues related to SNAP/CalFresh.
 - Work with CCFB communications staff to formulate, coordinate, and integrate the advocacy strategy with the communications strategy.
 - Participate in legislative advocacy requests from Member partners.
 - Maintain current knowledge of local, state and federal regulatory revisions to CalFresh/SNAP.
- 5. Engage in organization capacity-building activities**
- Engage as needed in resource development by actively seeking out potential resources in the community.
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 - Represent and advocate for the organization at the community level.
 - Execute strategic planning and capacity building as assigned.
 - Participate in developing internal and external program and agency growth planning.
 - Assist in the accurate and timely reporting of agency activities to vital stakeholders.
- 6. Provide excellent customer service to all CCFB customers including CCFB clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.**
- Represent excellent customer service, timely and knowledgeable responses to staff, and use appropriate non-verbal and verbal communication.
 - Represent Central California Food Bank at required meetings or events or as assigned.
 - Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has supervisory responsibilities.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

- Bachelor’s Degree in Business, Marketing, Community Health or related field
- 4+ years work experience in the non-profit or social service sector, preferably in the areas of Nutrition Education, Marketing/Public Relations, and/or Community Relations
- Experience guiding and leading the work direction of others with the ability to coach and develop performance
- Ability to effectively communicate (written and oral) and work well with a variety of stakeholders from different socioeconomic and cultural backgrounds
- Willing and able to travel for the organization and work beyond normal working hours when

necessary

- Demonstrated ability to problem solve, analyze data, make good decisions, attend to details, and manage projects
- Advanced computer skills (word processing, spreadsheet, email, Adobe, Photoshop, and/or other design software systems)
- Must have valid CA driver's license with good driving record
- Must be insurable by CCFB company vehicle insurance provider

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.

*Central California Food Bank is an Equal Opportunity Employer.
Central California Food Bank is a proud member of Feeding America.*
