



## Food Security Specialist

**Status:** Full Time, Hourly (non-exempt)    **Supervisor:** Program Director

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**Compensation:** \$36,000-45,000    **Work per week:** 40+ Monday-Friday, some evenings/weekends

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**Location:**  
1717 N. Stoughton, Madison WI

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**Opening Date:** 8/31/21    **Closing Date:** Until Filled

### Summary:

The Food Security Specialist assures the equitable distribution of food to low-income communities across Dane, Jefferson and Waukesha Counties. The Food Security Specialist plays a vital role in connecting community partners and individuals to healthy food by transporting inventory across the CAC network, promoting and implementing effective food service programs such as double dollars, gleaning, senior boxes, etc. Food Security Specialists maintain accurate records of inventory, product movement, community partnerships, and operations. Furthermore, they serve as an ambassador for CAC in developing and maintaining positive working relationships with community partners. The ideal candidate respects individual dignity through a commitment to social justice and equity.

Applications accepted by mail and online

**Mail:** Attention HR  
1717 N Stoughton, Madison WI 53704  
[StephanieI@cacscw.org](mailto:StephanieI@cacscw.org)

**Online:** [Click Here](#)

**Required Documents:** The following documents are required based on the job: Resume, Cover Letter and application (online or PDF)

Applications and Documents submitted with missing information will not be considered.

**An Equal Opportunity/Affirmative Action Employer**

## **Tasks and Duties:**

### *Food Security Program Operations (70%)*

- Load and unload donations and deliveries and ensure the accuracy of incoming and outgoing shipments. This task will include operating a forklift, pallet jack and continual heavy lifting.
- Drive the agency vehicles and loading equipment in a safe manner.
- Maintain accurate records of purchases, clients served, deliveries and document all in-kind contributions.
- Model the CAC Safety Manual practices to assure a safe, efficient, and clean facility.
- Monitor activities in the warehouse including cleaning, visual inspections of fresh food and all storage areas including the cooler and freezer.
- Assist in the inspection of and proper disposal of any spoiled or expired goods.
- Assure the effective implementation of core programs such as food bank operations, double dollars, gleaning, and outreach.
- Make pallets and/or program materials ready for distribution.
- Assist with the monthly warehouse inventory.
- Support and direct food security volunteers.

### *Program Compliance and Quality Improvement (10%)*

- Work with a team to realize and exceed program goals.
- Maintain accurate records, logs, files and statistics.
- Be an active member of the team meetings by participating in the development and execution of the strategic planning process.

### *Professionalism and Outreach (20%)*

- Support agency fund development campaigns.
- Attend agency meetings and training sessions.
- Perform other related duties as requested by supervisor.
- Maintain and convey a helpful and positive working relationship community partners.
- Provide other support to the Division by responding to general inquiries, compiling reports, answering telephones, preparing mailings, or copying.
- Attend agency meetings, workshops, training sessions or forums as directed by supervisor.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

- Driver's License Required
- Ability to document 2 or less moving violations within a 2-year period by providing a copy of the driver's record.
- Demonstrated ability to lift 50 pounds repetitively.
- Demonstrated ability to operate an electric forklift, electric pallet jack and a manual pallet jack or the ability to learn within 90 days.
- Experience working on computers and CAC software including Outlook, Word, Excel, Adobe, Salesforce, and PowerPoint or the ability to learn within 90 days.
- Demonstrated dependability, punctuality, initiative and the ability to work with a minimum of supervision.
- Ability and willingness to maintain a high degree of confidentiality regarding participants and program information and discretion in working relationships.
- Ability to work and communicate effectively with people of diverse racial, cultural, social, educational and economic backgrounds.
- Ability to complete basic math, calculate percentages, determine allocations, prepare accurate reports and maintain documentation.
- Knowledge of the service area and roads or the ability to read a map.
- Ability to work varied hours as directed.
- Knowledge and understanding of food security issues and programs.
- Experience working in a team setting with volunteers, trainees and/or a diverse group of people.
- Ability to communicate in either Spanish or a Southeast Asian language or American Sign Language or other form of communication.