



## **HUNGER TASK FORCE, INC. POSITION DESCRIPTION**

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**Position Title:** ADMINISTRATIVE ASSISTANT (TMP)– FOOD DEPT

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**Department:** Food

**Reports To:** Executive Administrative Manager

**FLSA Status:** Non-Exempt

**General Function:** Performs all secretarial and clerical functions to support management and program staff including word processing, mail merges, data entry, photocopying, filing, faxing, correspondence, and other assignments as requested error free and in a timely manner. Processes and tabulates Trade Mitigation Program (TMP) & The Emergency Food Assistance Program (TEFAP) reports from program distribution partners and maintains necessary client databases. Enters and maintains orders accurately in inventory database. Responsible for inventory controls of TMP & TEFAP paperwork, working in conjunction with Controller.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

**Secretarial/Administrative:**

- Performs all secretarial/clerical support functions including word processing, mail merges, data entry, photocopying, faxing, mail processing, correspondence and other assignments as requested for Food Department related to TMP and TEFAP administration.
- Completes data entry for daily outflows of inventory product (TMP, TEFAP, etc)
- Assist in maintaining filing system in support area including the availability of internal agency forms and EFO/CSFP monthly reports.
- Transcribes and maintains computer files and hard copies of all TMP related meeting minutes and distributes as needed.
- Prepare written and other activity reports as required.

**Food Department Duties:**

- Tabulate and maintain Qualified Local Providers (QLP) monthly reports.
- Enter TEFAP and CSFP Service Statistics in Primarius

- Run specific reports from Primarius.
- Maintain accurate daily TMP and Fresh Distribution paperwork and inventory.
- Assist with monthly Distribution Center inventory.
- Function as a quality control specialist to catch paperwork errors submitted from the field.
- Attend agency staff meetings and other required meetings and training opportunities.
- Assist in the preparation of large bulk or other mailings as related to TMP/TEFAP/CSFP.

### **General Support:**

- Perform typing and other clerical duties as assigned by the Food Bank Director.
- Supervises volunteers and provides direction, coordination, and consultation for all volunteer functions pertaining to TMP/TEFAP/CSFP record and data entry.

### **Supervisory Responsibilities**

This job has no **staff** supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

**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 may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Development software; Internet software; Spreadsheet software and Word Processing software.

### **Certificates, Licenses, Registrations**

Valid Drivers License. Notary Public preferred.

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

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

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