



CLINTON, EATON, INGHAM & SHIAWASSEE Counties  
CACCS is an Equal Opportunity Employer.

October 12, 2020 (ONGOING)

TO: **C.A.C.S. EMPLOYEES & RECRUITING SOURCES**

FROM: Pamela Elise *pk*  
Stability Services Director

**This announcement is for the following (1) position:**

**Commodity Food Distributor II (CDL)**

***CARES ACT Funded***

Entry Level: \$11.79/Hour

Full-Time: Up to 40 Hours/Week

**Location**

1301 Rensen Street, Lansing, MI 48910

**Direct applications and/or inquiries to:**

**Tina Ziegler**, Commodity Food Coordinator  
1301 Rensen Street, Lansing, MI 48910  
(517) 393-7077, ext 662

**To be Considered for This Position,**

**An Agency Application\***

**MUST BE SUBMITTED.**

***This posting will remain open until filled.***

**\*CACCS's Agency Application can be accessed at:**

***<https://cacs-inc.org/about-us/career-opportunities>***

***Or apply online at: <https://cacsinc.applicantpro.com/jobs/>***

**Current CACS Agency Employees may submit a Letter of Interest**

***" A Community Action Agency "***

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACS will provide reasonable accommodations for access to services/employment.

1301 RENSEN STREET • LANSING, MICHIGAN 48910  
TELEPHONE (517) 393-7077 • TDD 800-649-3777

## Capital Area Community Services, Inc.

### Job Description

**Title:** Commodity Distributor II  
*CARES Act Funded*

**Department:** Commodity Foods

**Reports to:** Commodity Food Program Coordinator

**FLSA:** Non-exempt

**Supervises:** None

**Updated:** August 2020

### General Summary

Under the direction of the Commodity Food Program Coordinator, **Commodity Distributor II** will be responsible for packing and distributing CSFP and TEFAP food commodities in Ingham, Eaton, Clinton and Shiawassee counties. Specific job duties are:

### Essential Function

1. Adhere to CACS policies put forth in the CACS Personnel Policies
2. Ensure a clean and organized work area
3. Accurately sign in, sign out, and report hours on a bi-weekly time sheet
4. Behave in a courteous manner toward clients, volunteers and community members
5. Dress appropriately per CACS personnel policies
6. Show initiative and reliability
7. Ensure all required paperwork is accurate, complete and submitted in the required time
8. Work in a safe manner
9. Work both collectively as a member of a team as well as independently on tasks
10. Learn eligibility rules, certify and enroll clients in appropriate program(s)
11. Maintain client records and ensure confidentiality of all client information
12. Explain resources available in the community, make referrals as needed

### Primary Duties for Position

1. Monitor situations to ensure safe practices
2. Assemble boxes, assist in setting line and pack boxes according to menu requirements
3. Properly identify and inventory product
4. Properly label product, document deliveries and document all damaged product
5. Safely use variety of equipment, including hand trucks, pallet jacks, and/or forklift to move stock within the warehouse and to load/unload trucks
6. Transport product by box truck or van to various sites within service area, assisting with site duties, as needed
7. Maintain accurate counts of both individual items and assembled boxes
8. Ensure distributions are set up with enough time to begin at appropriate start time
9. Assist with cleaning warehouse, loading dock area, van and box truck on an ongoing basis.

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all duties that maybe performed.

### **Additional Qualifications**

1. Required to have and maintain valid Chauffeur License and DOT Medical Examiner's Certification (DOT Medical Card)
2. Required to obtain/maintain valid forklift certification
3. Required to obtain/maintain annual Civil Rights Training, as required by USDA and Michigan Department of Education for Commodity Food Program staff and volunteers
4. Basic math and reading skills
5. Entry level computer skills
6. Able to repetitively lift 40 pounds using proper lifting techniques
7. Able to stoop, bend, reach above one's head and stand for long periods of time
8. Able to work in both indoor and outdoor settings

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THIS IS A TERM LIMITED POSITION FUNDED THROUGH ECONOMIC RELIEF FUNDING  
The Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

Hours per week: 40 hours

Weekly schedule: Monday-Friday, unless modified by supervisor

Work hours: 8:00 am to 4:30 pm, unless modified by supervisor

Weeks per year: 52 weeks

Hourly Rate: \$11.79

Agency established full benefit package *(after 90-day probationary period)*

Expected Duration: To December 31, 2021

*Capital Area Community Services, Inc. is an Equal Opportunity/Affirmative Action Employer (EOE and M/F/Disability/Veterans.) We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.*