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Class Specifications for the Class:

COMMODITY DISTRIBUTION ASSISTANT

Duties Summary:

Coordinates the ordering, receipt, storage and delivery of donated agricultural commodities available to schools and other agencies; develops operating procedures and forms; prepares appropriate records and reports; and performs other duties as required.

Distinguishing Characteristics:

This class reflects responsibility for carrying out the commodities distribution activities of the State's school lunch program under the general supervision of the School Lunch Program Director and in accordance with rules and regulations of the U.S. Department of Agriculture. An array of commodities are made available by the USDA to qualified schools, institutions and summer camps throughout the State. Eligibility of recipients must be determined, commodities ordered and allocated as requested and available, delivery and storage must be initiated, and delivery problems resolved. Records, reports and projections of transactions are developed by a position in this class, as well as the development of detailed operating methods and procedures.

Examples of Duties:

Reviews and evaluates applications to determine eligibility and extent of participation and makes proper recommendations; informs recipient agencies and inquirers of rules, regulations and available commodities by correspondence and personal contact; determines commodity allocations and reallocations based on requests received, usage, participation rates and costs, and arranges for replacements or substitutions; prepares quarterly orders for commodities; approves and transmits clearances for commodities; develops and/or maintains systems for use by data processing services; develops operating procedures, files and records; supervises clerical personnel assisting in the maintenance of records and files; prepares distribution, inventory, cost and other reports; analyzes storage and delivery practices and usage and recommends means to assure reliable delivery at most reasonable cost; works with warehousing, trucking and shipping companies, school lunch supervisors, and participating institutions to coordinate deliveries and resolve discrepancies; and attends staff meetings and reports on commodity distribution activities, projections, etc.

Knowledge and Abilities Required:

Knowledge of: Office practices and procedures, including data processing requirements; inventory controls, warehousing and transport practices pertinent to agricultural commodities; pertinent rules and regulations.

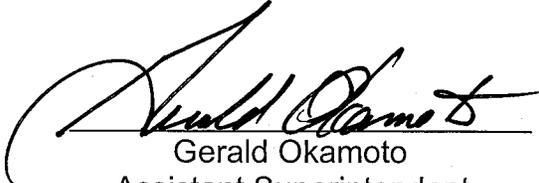
Ability to: Coordinate the ordering, receipt, allocation, warehousing and delivery of commodities; compile and analyze operational data; understand and apply detailed and technical regulations; maintain effective relationships with others; give and receive oral and written instructions; operate a calculator.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class COMMODITY DISTRIBUTION ASSISTANT by the Department of Education Civil Service system.

DATE APPROVED: FEB - 3 2006

EFFECTIVE DATE: JUL - 1 2005

  
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Office of Human Resources