

Class Concept

This is administrative work in the management of a commodity distribution program governed by the North Carolina Department of Agriculture and Consumer Services. Employees inspect and make recommendations for improvements to storage facilities in eligible institutions, check inventory and distribution records, and suggest improved methods for the distribution and consumption of foods donated by the federal government. They interpret the commodity distribution program for and promote it to county officials, public school and welfare agency personnel, and other interested groups through field visits, office conferences, and correspondence. Work may include other duties as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities:

- General knowledge of the methods of large-scale distribution, warehousing, and transporting of perishable and non-perishable foods.
- General knowledge of the policies, procedures, and history of the federal and state commodity distribution program.
- Some knowledge of the operations and functions of all levels of state educational, institutional, and welfare organizations.
- Ability to supervise the arrangement of commodities and floor space for accessibility and to prevent spoilage.
- Ability to train warehousemen and recipient agencies, employees in the receipt, storage, and distribution of food.
- Ability to establish and maintain effective working relationships with administrative officials, recipient agencies' employees, and the general public.
- Ability to express oneself clearly and concisely in oral and written form.

Minimum Education and Experience

Bachelor's degree preferably with a major in agricultural economics, business administration, or marketing from an appropriately accredited institution and one year of experience in work requiring considerable public contact; or an equivalent combination of education and experience.