

# **Position Announcement – Commodity Supplemental Food Program (CSFP) Monitor Mississippi Food Network Jackson, MS**

## **POSITION SUMMARY**

The Commodity Supplemental Food Program (CSFP) Monitor must perform an on-site review of participating agencies. This will require regular in-state travel within fifty-six of the eighty-two counties in Mississippi. The Federal Regulations at 7 CFR 247.34 address Management Reviews for CSFP activities to ensure that local agencies meet program requirements and objectives.

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## **RESPONSIBILITIES**

On-site agency review:

- Must be familiar with and abide by all AIB regulations and food safety compliance.
- Develop a schedule for on-site review of agencies to ensure agencies are operating within program standards.
- The on-site review must confirm that agency sites are adequate to provide for eligibility determinations and to facilitate the delivery and distribution of boxes.
- Review all records of eligibility determinations, distribution logs, and waiting lists and document findings.
- Review/Observe and record civil rights/non-discrimination training and practices.
- Review agency findings with the Director of Procurement and CSFP Lead to define all corrective actions, establish a reasonable time for corrections, and follow up to confirm compliance.

CSFP statewide enrollment files responsibilities:

- Review and document yellow Commodity Certification form data from all CSFP agencies as submitted to MFN by the agency following all annual certification reviews.
- Periodically compare agency receipt logs to match and confirm enrollment per agency. Bring to the attention of the CSFP Manager Agencies whose receipt log and Certification data do not support enrollment.
- Advise the CSFP Lead of any possible dual participation because of these reviews; corrective action will be determined to validate findings and document corrective action.

CSFP training as needed:

- Provide training on-site as requested by the distributing agency or as needed to address deficiencies found during on-site reviews. Coordinate training assignments with the CSFP Lead.
- Participate in the annual CSFP agency training to address on-site review expectations and work with agencies to clarify policies and requirements.

Other responsibilities:

- Keep an accurate mileage log to define all agency-related travel with dates, locations, and mileage and submit the document for review and approval by the CSFP Manager and supervisor.

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- Submit time sheets timely for each pay period to include both travel time and other work activities performed at the approved workstation.
- Communicate regarding travel and time worked and other work-related activities through e-mail, phone, and on-site at MFN.
- Schedule work activities as needed at the MFN primary office.
- Other duties as assigned.

**QUALIFICATIONS**

- High school diploma or equivalent (GED) with a minimum of 1-2 years in an office support environment including data entry, processing, and customer support.
- Excellent written and verbal communication skills, ability to work with a diverse group of people, commitment to food banking, and MFN's mission to end hunger in Mississippi.
- Knowledge of the operation of general office equipment; fax, copier, etc. including computer proficiency in Word, Excel, and Outlook.
- Ability to address member agency concerns through an effective customer support approach.
- Driven and initiative-taking with the ability to complete work in an accurate, effective, and timely manner.
- Must be willing to travel 90 – 100% within fifty-six of the eighty-two counties in Mississippi using a personal vehicle.
- Must have a valid driver's license, reliable transportation, and insurance.

If you are interested, please complete, and return the internal job application no later than COB **Monday, January 6, 2025**, located in the bin outside of the Human Resources office.

**We are an equal opportunity employer.**