

X

Counties Participating in

All Needy Surplus Food Program

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|-------------------|----------------|
| 1. Adams | 18. Pike |
| 2. Alcorn | 19. Prentiss |
| 3. Arite | 20. Quitman |
| 4. Bolivar (east) | 21. Sharkey |
| 5. Bolivar (west) | 22. Sunflower |
| 6. Forrest | 23. Tunica |
| 7. Hancock | 24. Union |
| 8. Hinds | 25. Walthall |
| 9. Humphreys | 26. Warren |
| 10. Issaquena | 27. Washington |
| 11. Jackson | 28. Wayne |
| 12. Lamar | 29. Yalobusha |
| 13. Lawrence | 30. Yazoo |
| 14. Lincoln | 31. Carroll |
| 15. Marion | 32. Kerper |
| 17. Perry | 33. Smith |
| | 34. Attala |

1. County Welfare recommends to State Welfare Office 6 people for jobs.
2. State hires
3. All employees are employees of the state.

1) If your county has signed for the expanded program, you may authorize your staff beginning this date from persons applying for food and if they are found to be eligible issue the food immediately from your present supply.

2) Applications are to be accepted and appointments will be made on the basis of qualifications for job.

Positions open are:

1. Commodity Distribution Supervisor
2. Distribution record clerk
3. Certification clerk
4. Warehouseman
5. Clerk typist

Certification Clerks

Definition: This is simply completing applications-using printed forms for low-income families to register to receive surplus foods.

Duties: To interview needy people to secure information for applications to receive surplus foods.

Qualifications: Successful completion of high school, ability to interview people to secure needed information to complete applications, ability to deal tactfully with people and exercise judgement in appraising applicants.

Substitution: Two years experience in working with people as an interviewer or receptionist for each year-up to two years of high school education.

Commodity Distribution Supervisor

Definition: Under the supervision of the County Welfare Agent to perform all duties relevant to disbursing surplus foods-such as unloading carload or truckload lots, stocking the warehouse, etc.

Example of Duties: To check commodities into warehouse from truck or rail-road car, to maintain orderly receiving lines, keep pallets for dunnage in order; keep supply of foods on hand for recipients as they are served. To assist clerks and warehousemen when needed. To be responsible for accuracy of monthly report. To perform related duties as assigned.

Qualifications: Successful completion of elementary school and two years of successful employment in a supervisory position. To be in good physical condition, able to accept supervision and ability to work with other people.

Note: Tentative qualifications-subject to change.