

Warehousemen

Definition: Personnel to replenish distribution foods from the warehouse as needed-simple tasks.

Duties: To supply issuing clerks with surplus foods from Warehouse to maintain an even flow of distribution at all times.

To perform related duties as assigned.

Qualifications: To be able bodied, have ability to read and write, be able to take and follow instructions-good moral character.

Distribution Record Clerk

Definition: This is a technical clerical position which requires keeping records of commodities disbursed daily by families.

Example of Duties:

1. To complete cards as recipients receive their commodities.
2. To prepare reports at close of day and end of month.
3. To assist in certification if necessary.
4. To perform related duties as assigned.

Clerk Typist I

Definition: A clerical position of routine nature requiring average speed of 30 words per minute and accuracy in typing.

Duties: To type work for supervisor and certification and distribution clerks as needed from rough copy. Assist supervisor in maintaining office routines and procedures.

Prepare reports of receipt and disbursement as designated by distribution clerks and supervisor.

To perform related duties as assigned.

Qualifications: Completion of high school in an accredited school including a course in typing.

Substitution: Two years of experience may be substituted for two years high school education.

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