Community Action Coalition for South Central Wisconsin, Inc (CAC), a private, non-profit agency dedicated to developing economic and social capacities of individuals, families and communities to reduce poverty in Dane, Jefferson and Waukesha Counties is accepting applications for:

**Food Security Operations Specialist**

The Food Security Operations Specialist has responsibility for the day-to-day operations of the food warehouse. This position assures efficient, sanitary and safe warehouse operations in the daily delivery and receipt of food inventory. This position will order products, create delivery schedules, communicate with partner agencies about available products and their delivery and conduct a monthly inventory of TEFAP. This position will facilitate the delivery of other food orders, assure that orders are processed and prepared for delivery and will drive delivery routes as needed. This position also shares responsibility for the maintenance and care of agency trucks and equipment and the maintenance of the warehouse temperature and cleaning logs.

Specific duties include, but are not limited to ordering the monthly commodities and communicating the delivery schedules, assisting with the procurement, receipt and distribution of all products using safe food handling procedures, driving the trucks when needed, completing inventory and recording accurate allocations of goods, maintaining a safe and sanitary warehouse including the cooler and freezer, documenting the required temperature recordings, completing vehicle maintenance logs and performing minor maintenance on vehicles and equipment, assisting with the composting project, and providing other support to the division and agency when needed; such as responding to inquiries, compiling reports, answering telephones, and preparing mailings or copying.

Position is based in Madison and includes a benefit package including holidays, leave time, insurance plans and a SEP retirement plan. CAC offers a casual, diverse, smoke, latex and fragrance-free work environment.

You may access the application materials (complete position description, the salary/benefit listing, data record and the required application form) at [www.cacscw.org](http://www.cacscw.org), call (608) 246-4730 ext 215 or stop by 1717 N. Stoughton Road, Madison, 53704-2605. Résumés alone are not accepted.

Application materials are due **Tuesday, November 6, 2012, by NOON** at the above address.