



## CSFP Public Health Intern

The Commodity Supplemental Food Program (CSFP) is a USDA monthly food package for seniors of low-income. Food distributions are held in Marion, Morgan, and Johnson counties where clients can pick up their box at their designated CSFP distribution site. This intern will learn how this public health program is managed, gain first-hand experience at the distributions, and practice outreach to promote the program in underserved areas.

Preferred start date: Flexible

1 semester – September to December / January to May

2 semesters – September to May

Summer – May to September

Preferred hours: Flexible

Part-time – 16 to 30 hours/week; however, works with mentor and intern schedule (afternoons preferred to keep open for food box distributions and outreach).

Essential duties & responsibilities:

- Provide and administer outreach materials at booth events and in key community spaces such as senior apartment complexes, churches, food pantries, health centers, etc.
- Assist with phone reminder calls to clients.
- Assist in management of CSFP distributions, including signing clients in, handing clients their box, walking box to the car, and delivering the box.
- Assist with inventory and creating a monthly menu based on the availability of the USDA warehouse in the WBSCM online ordering system.
- Assist with CSFP survey including distributing, collecting, inputting, and summarizing.
- Assist with client CSFP paperwork including finishing, inputting, and electronically filing.
- Monitor current and/or develop process improvements within the program.
- Portrays the ICARE values of Integrity, Courage, Accountability, Respect, and Excellence.
- Assist with other Meals and More programs if available such as Pet Connect, Farmers Market, Meals and More annual surveys, etc.