



# **DELAWARE TRIBE OF INDIANS**

## **JOB DESCRIPTION**

Reviewed and Approved: 10/25/2023

**Position:** Food Pantry Assistant Director

**Department:** Food Pantry

**Employment Status:** Regular

**Class:** Full-Time

**Location:** Bartlesville, OK

**Immediate Supervisor:** Food Pantry Director

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### **GENERAL DESCRIPTION:**

The Food Pantry Director is responsible for all aspects of procurement and distribution of food, including but not limited to, pick-up, receipt, storage, organization, and distribution of food to Tribal and community members in need of assistance. The Director will also be responsible for communicating with our partner agencies and staying in compliance with the requirements set forth in the partnership agreements.

### **QUALIFICATIONS:**

High School Diploma or GED

Prior Food pantry experience preferred.

Proven work experience in a supervisory role.

Operations or warehouse experience preferred.

Computer and technology literacy a must.

Ability to utilize internal technical software for food program.

Management of staff of three (3) to four (4).

Knowledge of warehouse safety, storage practices, and inventory management preferred.

Strong communication and leadership skills – the position requires the ability to interact and communicate with staff, volunteers, and community (Tribal members, pantry clients, donors, etc.).

Ability to address, investigate, and resolve complaints and concerns (define problems, collect information, establish the facts, make valid conclusions).

Exceptional customer service, including the ability to effectively present information to employees, management, customers, and the public.

High level of integrity and ethics is required.

Willingness and ability to learn and adapt to an ever-changing environment.

Clean driving record and current drivers license.

### **DUTIES AND RESPONSIBILITIES;**

Maintain adequate food supply to provide the best quality food for Delaware Tribal members and the community each month within the budget.

Order, pick-up, and receive food and validate invoices.

Stock warehouse and ensure all food is sorted and stored in a safe and sanitary manner.

Inventory food as necessary and provide required reports.

Work with area a grocery stores to increase food pick-ups from stores using Tribal transportation.

Utilize FIFO inventory practices to ensure food quality and minimize waste.

Organize and oversee food distribution process.

Schedule staff to ensure consistent adequate support for operations.

Implement food pantry safety policies and procedures as enforced by local, county, state and federal guidelines.

Maintain a clean, well-ordered warehouse and property.

Operate electric forklift and box truck as necessary.

Must be certified in food handling safety standards.

Must be able to stand, walk, and lift 40lbs.

Other duties as assigned by the Tribal Operations Manager.

**INDIAN PREFERENCE POLICY:**

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.