



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Food Pantry Director
Department:	Food Pantry
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Operations Manager

General Description:

Responsible for all aspects of procurements and distributions 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. Management of part-time staff and volunteers.

Qualifications:

- High school degree or GED
- Prior Food pantry experience preferred
- Proven work experience in a Supervisory role, Operations or Warehouse experience preferred

- Modern office equipment experience
- Ability to utilize internal technical software for food program
- Management of staff size 3-4 people
- Knowledge of warehouse safety, storage practices, and inventory management preferred
- Strong Communication and leadership skills – position requires ability to interact and communicate with staff, volunteers, and community (Tribal members, pantry clients and donors.)
- Ability to address, investigate and resolve complaints and concerns
- Ability to effectively present information to employees, management, customers and the general public
- Ability to define problems, collect information, establish facts and draw valid conclusions
- Requires a high level of personal integrity and ethics
- Willingness and ability to learn new skills

Duties and Responsibilities:

- Maintain adequate food supply to provide the best quality food for Delaware tribal members and community each month within 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 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
- Train, supervise, and evaluate staff and volunteers
- Schedule staff to ensure consistent and adequate support for operations
- Manage client parking and distribution process
- 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 (will train if needed)
- Must be certified in food handling safety standards (will train if needed)
- Other duties assigned by Tribal Operations Manager.
- This position requires walking, standing, sitting, and lifting boxes up to 40 pounds

INDIAN PREFERENCE POLICY:

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

