Position: Food Pantry Staff
Department: Food Pantry
Employment Status: Regular
Class: Part-Time
Location: Bartlesville, OK
Immediate Supervisor: Food Pantry Director

General Description:
Responsible for assisting in 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.

Qualifications:

- High school degree or GED
- Proven work experience in, Operations or Warehouse experience preferred
- Knowledge of warehouse safety, storage practices, and inventory 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:**

• Assist in maintaining adequate food supply to provide the best quality food for Delaware tribal members and community each month within budget
• Pick-up and receive food
• Stock warehouse and ensure all food is sorted and stored in a safe and sanitary manner
• Inventory food as necessary
• 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
• Assist other staff and volunteers
• Help manage client parking and distribution process
• 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 50 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