



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

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