



PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

FOOD DISTRIBUTION MANAGER

Wadsworth, Nevada

\$1,616.00 – 1,698.40 /Biweekly. Full-time, Regular; Cl. 541, Gr. 20

Date Posted: 09/23/20

Date Closed: 10/06/20

DEFINITION: The Food Distribution Manager is responsible for all aspects of Food Bank procurement and distribution of food, including pickup, receipt, storage, and distribution of food to community members in need.

DUTIES AND RESPONSIBILITIES:

Manage all aspects of food inventory procurement, controls, and distribution.

Maintain adequate food supply to provide the best quality food for families each month within budget

Order and receive food & fresh product; and validate invoices from food bank; pickup, receive, and record food donations; stock warehouse and ensure all food is sorted and stored in a safe and sanitary manner; and inventory food quarterly and provide required food bank reports.

Work with area grocery stores to increase food pick-ups from stores using the pantry box truck. Responsible for scheduling the delivery of monthly Food Bank.

Organize and oversee food distribution process with help of other warehouse staff and volunteers; orient volunteers to food available and tasks to be done to prepare for food distributions; manage client parking and entry/exit from pantry with the help of other warehouse staff and volunteers; organize packing for monthly home deliveries and weekly school backpack program; and implement food pantry safety policies and procedures in compliance with USDA.

Hire, train, motivate, supervise, and evaluate staff.

Maintain a clean, well-ordered warehouse and property; perform minor facility maintenance; and ensure all equipment - truck, refrigerator, freezers, pallet jacks, and facility stay in good working order; schedule maintenance/repairs as needed.

Responsible for working directly with funding sources on the annual budget and program plan; manages budget process for areas of operations; and monitors the current budget activity with Tribal Administration.

Perform other related duties as needed.

MINIMUM QUALIFICATIONS:

Ability to administer an income-based program; prepare program proposals; prepare and administer a program budget; plan and update program direction and procedures; interpret and apply program guidelines; supervise the work of others; work effectively with the community and funding agencies;

MINIMUM QUALIFICATIONS cont.:

maintain records and prepare reports.; operate a computer and working knowledge of word processing, database and spreadsheet software programs; understand and perform complex duties with minimal instruction and supervision; proofread for discrepancies with a high degree of attention to detail; interpret and apply fairly and impartially policies, rules and regulations; tactfully; establish and maintain effective, courteous and cooperative working relations with all levels of persons contacted in the course of work; handle sensitive issues with discretion; maintain strict confidentiality of all personal data of program participants; work with individuals and groups in a professional and friendly manner; resolve confrontations, disagreements and complaints in a constructive manner.

Possess administrative ability with knowledge of employment and discrimination laws; skill in developing and maintaining program operating budgets and preparing narrative and statistical reports; good negotiating skills and be able to establish positive working relationship with the private employer sector specific to field.

Knowledge of: Food preparation methods for large groups; standards for planning and preparation of nutritional meals; portion control; standards and methods for maintaining sanitary conditions during food preparation, serving and storage; safety standards for maintaining hazard-free work environment; nutritional needs of children and elders; basic principles of financial and inventory record keeping; nutritional values; and of the characteristics of various raw and cooked foods to determine freshness and to judge quality of final product.

Ability to: Plan and prepare wholesome and palatable meals with minimum waste; determine types and quantities of supplies needed for meal preparation; follow oral and written instructions, including recipes; work effectively under the pressure of deadlines and conflicting demands; establish and maintain effective and courteous working relationships with staff, and community members; select food alternatives; understand, interpret and apply laws and regulations from one or more entities; keep detailed and accurate records.

May be required to stand for long periods; repeatedly lift items weighing up to 40 pounds; reach and bend; and read fine print on instructions, ingredients, and regulations.

Must demonstrate leadership skills to foster cooperation, communication and consensus among groups.

Must possess a valid Nevada driver's license and be insurable under the Tribe's insurance vehicle insurance policy.

Must be able to work with Commodity Food Distribution Programs at the regional and national levels.

Must favorably pass a background investigation, including fingerprint clearance. Must be of high moral character; have the willingness to earn and keep the respect of the community; and be honest and trustworthy. Must favorably pass pre-employment drug screening.

REQUIRED EDUCATION AND EXPERIENCE:

High School graduate or GED. Bachelor's degree preferred in related field; or at minimum two years of college and/or training in program operation and nutrition or a combination of training and experience

REQUIRED EDUCATION AND EXPERIENCE:

that would indicate possession of the required skills. Must possess a Food Handler's Card or obtain one within 30 days of hire. Must possess a current First Aid/CPR card.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1119/1132.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964 amended in 1991.