

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

| | |
|---|--|
| TITLE: Food Bank Manager | SUPERVISOR: Housing Director |
| PROBATIONARY PERIOD: 1 year | SUPERVISES: Volunteers |
| EMPLOYMENT HOURS: 20 to 30 per week | WEEKS PER YEAR: 52 |
| PAY GRADE: Grade 12 | Starting Wage: \$12.20 per hour |
| POSITION SUMMARY: Direct and manage Havre Community Food Bank, including the provision of food and basic needs to Havre area residents; direct all operations systems. | |

MAJOR RESPONSIBILITIES:

1. Staff and oversee day to day operations, including donation solicitation, inventory management, food distribution, and record management
2. Prepare reports to all funding sources and appropriate governing boards
3. Direct outreach and public relation activities including fund raising events and volunteer recruitment and training
4. Supervise all volunteers
5. Maintain operational procedures for efficient and consistent operations
6. Attend state network and advocacy meetings as required
7. Write renewal and new grants, provide liaison to all funders
8. Track donations, write receipts and thank-you letters, certificates of appreciation as required
9. Coordinate services with Office of Public Assistance, Division of Family Services, HRDC programs, churches, Salvation Army, and other related community organizations
10. Maintain food inventory
11. Develop and implement plans and activities for fund raising and food collection activities
12. Must be able to keep accurate and thorough records

MINIMUM QUALIFICATIONS:

1. High School Diploma or High School Equivalency with three years' experience in human services or business management
2. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Must be able to work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors
2. Computer proficiency in word processing, email and spread sheet programs
3. Work well with diverse groups of people
4. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Work is primarily in a store environment. Requires significant physical effort, moving between 5 and 50 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Work is in an office

environment, free of excessive noise or other disagreeable elements; temperature is regulated, with less than 10 degree Fahrenheit variation

EMPLOYEE SIGNATURE: _____ **DATE:** _____