2229 5TH AVENUE, HAVRE, MT 59501 PHONE: (406) 265-6743 FAX: (406) 265-1312

"PEOPLE HELPING PEOPLE HELP THEMSELVES."

APPLICATION COVER SHEET

Job Title: Food Bank Helper

Wage: \$12.76 per hour Hours: 20 hours per week

Application Deadline: 5:00pm, Tuesday, February 2nd, 2021

PLEASE PROVIDE

- 1. COVER LETTER
- 2. RESUME
- 3. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION
- 4. COMPLETED APPLICATION COVER SHEET
- 5. COMPLETED HRDC EMPLOYMENT APPLICATION

POSITION SUMMARY: Assist the Food Bank Manager in the provision of food and basic needs to Hill County area residents, i.e., stock the shelves, fill up food boxes, maintain records of donations, interact with customers, manage cleanliness of the Food Bank and the grounds outside of the Food Bank.

MAJOR RESPONSIBILITIES:

- 1. Assist the Food Bank Manager with food distribution, donation intake, maintenance, and custodial work.
- 2. Organize and hand out food.
- 3. Maintain cleanliness and overall appearance of the Food Bank.
- 4. Regularly repackage donated food items into smaller components as needed
- 5. Interact with the customers.
- 6. Assist with fund raising activities and projects.
- 7. Distribute food boxes in the absence of the Food Bank Manager and the Housing Program Assistant
- 8. Other duties as assigned

MINIMUM QUALIFICATIONS:

1. High School Diploma, high school equivalency or working to obtain. 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

Within 30 days of employment the following certifications/training must be successfully obtained/completed*:

Civil Rights Training

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

- 1. Able to work independently and with minimal supervision.
- 2. Punctual

- 3. Able to follow oral and written directions given by the Food Bank Manager (or the Housing Program Assistant in the Food Bank Manager's absence)
- 4. Ability to communicate effectively and relate well with diverse cultural and socio-economic groups of people; including intermittent interaction with angry public.
- 5. Must be able to maintain confidentiality concerning staff and clients.
- 6. Adhere to standards set forth by Federal law and USDA civil rights regulations and policies.
- 7. Satisfactory criminal background check and Child Protective Services background check.
- 8. At all times demonstrate cooperative behavior with colleagues and supervisors.
- 9. Willing to work weekends and evenings as needed to perform job duties.

ADDITIONAL INFORMATION:

- We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.
- 2. Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).
- 3. Occasional travel for trainings may be required.
- 4. EXCELLENT BENEFITS ARE PROVIDED BY HRDC.
- 5. Background Check required before applicant is hired.
- 6. Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.
- 7. Application will be rejected if incomplete or unsigned.

PLEASE ANSWER THE FOLLOWING QUESTION

From the Job Description for Food Bank Helper please tell us what experience you have had that qualifies you for this position.	ou