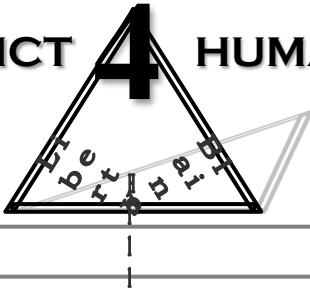


DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL



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

