

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

<b>TITLE:</b> Food Bank Helper	<b>SUPERVISOR:</b> Food Bank Manager
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> Volunteers
<b>EMPLOYMENT HOURS:</b> 20 to 30 per week	<b>WEEKS PER YEAR:</b> Dependent on grant funding, job currently set to end January 31, 2020
<b>GRADE:</b> 10	<b>STARTING WAGE:</b> \$12.76
<b>POSITION SUMMARY:</b> 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.

**WORKING/ENVIRONMENTAL CONDITIONS:**

08/05/2020 Amended and approved by Executive Director

Work is primarily in an office/indoor environment. Requires moderate physical effort, to move between 5 and 25 pounds on a frequent basis (45% to 70% of the time). Requires significant physical effort on a frequent basis to move between 25 and 60 pounds (45% to 70% of the time). Requires heavy physical effort moving up to 100 pounds on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel, sit, use hands and arms, and speak on a frequent basis. Travel is required on an intermittent basis (less than 15% of the time)

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_