

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

TITLE: Food Bank Manager	SUPERVISOR: Housing Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: Volunteers
EMPLOYMENT HOURS: Temporarily 40; will go to 20	WEEKS PER YEAR: 52
PAY GRADE: 12	Starting Wage: \$13.90 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.

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

- Civil Rights Training

Within 6 months of employment the following certifications/training must be successfully obtained/completed*:

- CDS Training

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Must be able to work well under pressure, meet multiple and sometimes competing deadlines.
2. Ability to type. Must have or be willing to learn computer skills, including Microsoft Word, Excel and e-mail. Willing to learn other job related computer programs.
3. Requires high attention to detail at all times.
4. Willingness to learn record keeping and multi-line phone system.
5. Ability to communicate effectively and relate well with diverse cultural and socio-economic groups of people; including intermittent interaction with angry public.

6. Ability to work independently and with minimal supervision.
7. Must be able to maintain confidentiality concerning staff and clients.
8. Adhere to standards set forth by Federal law and USDA civil rights regulations and policies.
9. Satisfactory criminal background check and Child Protective Services background check.
10. At all times demonstrate cooperative behavior with colleagues and supervisors.
11. Willing to work weekends and evenings as needed to perform job duties.
12. Requires a willingness to work with people people in need of Agency services, State officials, business people, and community leaders.

WORKING/ENVIRONMENTAL CONDITIONS:

1. 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 an occasional basis to move between 25 and 60 pounds (15% to 45%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:** _____