

JOB OPENING

Job Title: Food Bank Manager
Hours: 20-36 hours per week (seasonally adjusted); 52 weeks per year
Closes: 5:00 pm, Wednesday, December 25, 2024
Department: Housing
Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for a Food Bank Manager. For more information please contact Administrative Officer Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 x.1122

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.

Wage: \$18.61 per hour

Hours: 20-36 hours per week (seasonally adjusted)

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

Who should apply for this position: Anyone with a High School Diploma or High School Equivalency with three years' experience in human services or business management. Must also 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.

I don't have my high school diploma or equivalent, can I still apply? Yes, District 4 HRDC still encourages you to apply for this position. Miles City adult education program can assist you in obtaining your high school equivalency (HSE). Individuals are required to work towards this goal once hired.

Application Deadline: 5:00pm, Wednesday, December 25, 2024

To Apply, Submit the Following:

1. **Letter of interest** stating your qualifications for the position and why you are interested in working for HRDC
2. **Current Resume**
3. Completed **APPLICATION COVER SHEET**
4. Signed **JOB DESCRIPTION**
5. Completed and signed **HRDC EMPLOYMENT APPLICATION**

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501

Incomplete application packets will not be considered. Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122

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 Manager

Wage: \$18.61 per hour

Hours: 20-36 hours per week (seasonally adjusted)

Application Deadline: 5:00pm, Wednesday, December 25, 2024

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: 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. The ability to use a computer and be familiar with Microsoft Office programs.
3. This position requires the ability to solve problems, pay attention to details, organize group events, communicate effectively orally and in written form, and follow verbal and written instructions.
4. Strong organizational skills and the ability to work independently are required.
5. 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.
6. Satisfactory criminal background check, motor vehicle background check and Child Protective Services background check.

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

- Civil Rights Training
- Serv Safe Food Handling

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

- State Data Tracking System for Community Services Block Grant

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. Must have a willingness and ability to communicate effectively and relate well with diverse 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. At all times demonstrate cooperative behavior with colleagues and supervisors.
10. Willing to work weekends and evenings as needed to perform job duties.
11. 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

ADDITIONAL INFORMATION:

1. *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 Manager please tell us what experience you have had that qualifies you for this position.

0.32 2.72 -0.64 3.37 -0.96 3.69 c
-1.28 4.17 -1.6 4.49 -2.08 4.81 c
-2.56 4.97 -3.

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

TITLE: Food Bank Manager	SUPERVISOR: Employment & Training and Rental Properties Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: Food Bank Helper & Volunteers
EMPLOYMENT HOURS: 20-36 (seasonally adjusted)	WEEKS PER YEAR: 52
PAY GRADE: 13	Starting Wage: \$18.61
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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).
2. 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:** _____

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
2229 5TH AVENUE
HAYRE, MONTANA 59501
(406) 265-6743



WEBSITE: www.hrdc4.org

“This institution is an Equal Opportunity Provider and Employer”

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? Yes No Are you insurable? Yes No
 Do you have proof of the required Liability Insurance on your vehicle? Yes No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Have you ever applied to this agency before? Yes No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION (i.e., if you are applying for a position dealing with children, comments could be made concerning preschool experience or parenting experience. We welcome your volunteer experiences.)

We are committed to making reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the application and interview process. If you would like us to consider any such accommodation, please attach a separate sheet of paper with the description of the desired accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

Signature

Date

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ Male Female

Referral Source (Please check one)

Newspaper Job Service Friend
 HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

Caucasian Native American/Alaskan Native African American
 Asian/Pacific Islander Hispanic

Check if any of the following are applicable

Veteran Disabled Veteran Handicapped Individual