

# JOB OPENING

**Job Title:** Food Bank Manager  
**Hours:** 20-36 hours per week (seasonally adjusted); 52 weeks per year  
**Closes:** 5:00 pm, Thursday, January 23, 2025  
**Department:** Housing  
**Location:** Job is located at 2229 5<sup>th</sup> 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](mailto: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

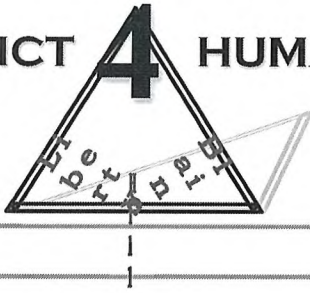
**To Apply, Submit the Following:**

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 5<sup>TH</sup> 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, Thursday, January 23, 2025

### 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.

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

<b>TITLE:</b> Food Bank Manager	<b>SUPERVISOR:</b> Employment & Training and Rental Properties Director
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> Food Bank Helper & Volunteers
<b>EMPLOYMENT HOURS:</b> 20-36 (seasonally adjusted)	<b>WEEKS PER YEAR:</b> 52
<b>PAY GRADE:</b> 13	<b>Starting Wage:</b> \$18.61
<b>POSITION SUMMARY:</b> Direct and manage Havre Community Food Bank, including the provision of food and basic needs to Havre area residents; direct all operations systems.	

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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](http://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 \_\_\_\_\_





# 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