JOB OPENING

Job Title: **Food & Nutrition Manager**
Hours: 25 hours per week; 52 weeks per year
Closes: **5:00 pm, Monday, November 2, 2026**
Department: Food Bank
Location: Job is located at 453 7th Avenue N
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for a Food & Nutrition 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 and Commodity Supplemental Food Program, including the provision of food and basic needs to Havre area residents. Proposes and manages grants and funder relationships.

Wage: $23.04 per hour

Hours: 25 hours per week

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.

Application Deadline: 5:00pm. Monday, November 2. 2026

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. **Signed job description**

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
JOB DESCRIPTION

TITLE: Food & Nutrition Manager	**SUPERVISOR:** Executive Director
PROBATIONARY PERIOD: 1 year	**SUPERVISES:** Food Bank Helper & Volunteers
EMPLOYMENT HOURS: 20-36	**WEEKS PER YEAR:** 52
PAY GRADE: 17	**STARTING WAGE:** $23.04
POSITION SUMMARY: Direct and manage Havre Community Food Bank and Commodity Supplemental Food Program, including the provision of food and basic needs to Havre area residents. Proposes and manages grants and funder relationships.	

MAJOR RESPONSIBILITIES:

1. Staff and oversee Food Bank and Commodity Supplemental Food Program operations, including donation solicitation, inventory management, food distribution, and record management
2. Prepare reports for funders, partners, and the board.
3. Develop & direct outreach, public relations, fundraising, food collection activities, and volunteer recruitment and training
4. Supervise staff & volunteers.
5. Attend state network and advocacy meetings as required
6. Write renewal and new grants, provide liaison to all funders
7. Track donations, write receipts and thank-you letters, certificates of appreciation as required
8. Coordinate services with partner organizations
9. Determine client eligibility and operate based on established standards.
10. Enter data into program databases.
11. Other duties as assigned.

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 detail, organize group events, communicate effectively both orally and in writing, 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

10/2/2026 Amended and approved by Executive Director

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 upset members of the public.
6. Ability to work independently and with minimal supervision.
7. Must be able to maintain confidentiality concerning staff and clients.
8. At all times demonstrate cooperative behavior with colleagues and supervisors.
9. Willing to work weekends and evenings as needed to perform job duties.
10. 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

WORKING/ENVIRONMENTAL CONDITIONS:

1. Work is primarily in an office/indoor environment and includes food bank and warehouse duties such as stocking and inventorying food.
    a. Requires significant physical effort to move between 25 and 60 pounds on a frequent basis (45% to 70% of the time).
    b. Requires heavy physical effort to move 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.
3. Travel is required on an occasional basis (less than 15%-45% of the time).

EMPLOYEE SIGNATURE:_____ **DATE:**_____