



# Walker River Paiute Tribe

*Human Resources Department*

## JOB ANNOUNCEMENT

Job Title:	Food Pantry Lead	Supervisor:	Agriculture Manager
Department:	Agriculture	Location:	Food Pantry
Salary Range:	\$16.33-\$17.15	Pay Grade:	8
FSLA Status:	Non-exempt	Type:	Part-time
Open Date:	April 28, 2021	Close Date:	May 13, 2021

### DEFINITION:

As a member of the of the Walker River Paiute Tribe Food Pantry Program, the Food Pantry Lead is responsible for the coordination of the food pantry services, and oversees the supervision of the Food Pantry Worker and volunteers. In addition, the Food Pantry Lead will ensure that all clients that participate in the food pantry program have access to the broad range of services provided. The Food Pantry Lead will conduct community outreach and develop collaborative relationships with the staff of Food Bank of Northern Nevada (FBNN) and any other service providers that are established.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversees all aspects of the operations of the Food Pantry
- Orders food for pantry, monitors nutritional content, tracks inventory, and receives/pickup weekly deliveries, keep budget for foods ordered, mail invoices to FBNN for food orders, and other statistic details.
- Supportive supervising skills for the Food Pantry Worker and volunteers, reporting to Agriculture Manager as well as FBNN.
- Ensures food pantry, office space, storage room, etc. are all clean, disinfected, and well organized.
- Complies with any food safety/food handling guidelines.
- Monitors annual program spending allocation as instructed by Agriculture Manager
- Ensures that all clients are properly registered.
- Work closely with Food Sovereignty Staff, FBNN staff, Agriculture Managers, Directors and other agencies to provide quality service, and collaborate to support the program staff as needed.
- Oversees volunteers to ensure proper execution of tasks and customer service.
- Attend to morale and develops team-building strategies.
- Manages client data input and provides monthly statistics reports to Agriculture Manager & monthly reporting to agencies within time frames.
- Participates in supervision and monthly staff meetings, weekly/monthly trainings, FBNN training, and other agency-related activities.
- Willing to travel to different locations for pickups i.e. FBNN, etc.
- Provide support with other department initiatives, special events and community outreach.

- Serve as an alternate driver as needed.
- Will assist in weekly food pickups.
- Comply with all other requests and tasks as assigned by the Agriculture Manager.
- Support Pantry Aide with monitoring vehicles, schedule required serves, and maintain all service records and licensing.
- Collaborate with staff regarding additional services, as Medicaid, SNAP, TFAP assistance and other service/program requirements.
- Provide outreach to the community i.e. recipes, etc.
- Will developing on-going community outreach programs.
- Must enforce all safety regulations or guidelines that are issued by the Walker River Paiute Tribe.
- Other duties as required.

**Working conditions and physical demands required:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May need to travel to various locations that may require a high level of alertness and awareness of surroundings.
- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 50 pounds) and repetitive motions.
- The duties of this job include working indoor/ environments heat/cold for extended periods as well as in an office setting.
- Work with clients who require consistent and comprehensive support, some under potentially stressful conditions. Offer clients any pantry information.
- Remain in a stationary position at a workstation and use a computer.
- Collaboration with staff through weekly meetings, and program outreaches.
- Ability to drive cargo, box truck or refrigeration truck.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Have professional experience in the social services field or emergency food sector
- Understanding with the needs of low-income families and comfortable working in a diverse setting
- The ability to work well independently and as part of the team
- Knowledge of human services sector and/or emergency food sector
- Must be willing to obtain and possess NV CDL.
- Ability to travel in all four seasons
- Computer skills, a must
- Excellent organizational, time-management and communication skills
- Excellent interpersonal skills, a must
- Knowledge of Grant writing a plus
- Ability to work with minimal supervision

- Ability to self-independently
- Ability to take direction and complete each task assigned in time specified

**Qualifications, education and experience required:**

- High School Diploma or GED equivalent
- Must have two (2) years' experience in food nutrition
- Must have possess a valid Nevada Driver's License
- Must be able and remain insurable under Tribe's insurance
- Must successfully pass a background check
- Must pass pre-employment drug test and random testing

For applications contact Human Resource at the Tribal Administration Building,  
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;  
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: [wfrank@wrpt.org](mailto:wfrank@wrpt.org)  
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.