



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	Food Pantry Worker	Supervisor:	Food Pantry Lead
Department:	Agriculture	Location:	Food Pantry
Salary Range:	\$14.82-\$15.56	Pay Grade:	7
FSLA Status:	Non-exempt	Type:	Part-time
Open Date:	April 28, 2021	Close Date:	May 13, 2021

DEFINITION:

As a member of the Walker River Food Pantry program the Food Pantry worker is responsible for Food Pantry services, duties include obtaining, receiving, organizing and distributing supplies of food and other items; assesses client needs and maintains records and reports of services provided. Drives a vehicle to pick up and transport donated goods on assigned days.

ESSENTIAL FUNCTIONS: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this position description.

Driver duties on assigned days:

- Serve as a driver of a box truck and/or pickup truck to obtain food items and/or deliver food. Willing to travel in the local area (Yerington, Reno, etc.) as needed.
- Picks up food items from stores on scheduled days.
- Picks-up and delivers miscellaneous items as needed.
- May provide transportation to and from outreaches and/or special events.
- Drives carefully and observes/complies with all traffic signs and road/weather conditions to ensure the safety of passengers.
- Parks vehicle in a safe and clearly marked parking space.
- Locks vehicle doors when vehicle is not in use. Fuels vehicle in accordance with state gasoline regulations and The Walker River Paiute Tribe standards.
- Logs all mileage on standard forms; ensures the accuracy and completeness of the same.
- Arrives at destination according to schedule or telephones ahead when severe delays occur.
- Provides assistance at outreaches, special events, any events of the Holiday season as assigned.
- Provides assistance to the Food Pantry as needed.
- Other duties as assigned.

Food Pantry/Warehouse duties on assigned days:

- Meets with clients; reviews applications and checks files to determine clients' eligibility to receive assistance. Ensures client are properly registered. Ensures food pantry, office space, and warehouse are all clean and well organized. Work closely with Food Pantry

Lead, Agriculture Manager, and others to provide quality service. Manages client data and provides monthly reporting in absence of the Food Pantry Lead. Provide support for community outreach, events as needed.

- Comply with all requests and tasks as assigned by the Food Pantry Lead.
- Prepares food bags and/or boxes according to number in the household unless otherwise directed by the Food Pantry Lead.
- Prepares and maintains statistical records representing the amount and type of services provided.
- Receives and processes donated food; monitors expiration dates on all food in the pantry; discard outdated or damaged food in conjunction with the Food Pantry Lead.
- Ensures compliance with all USDA, Department of Health and other guidelines and regulations.
- Coordinates the food pantry volunteers when the Food Pantry Lead is away from the office.
- Assists in organization, cleaning and distribution of items in and from the warehouse.

OTHER RESPONSIBILITIES:

- Responsible for cleanliness, safety, and security of the vehicle and makes daily inspection and checks tires, water, oil, and other items to maintain equipment in good operating condition; reports any problems to supervisor immediately
- Attends any meetings and trainings require by providers in relation to the Food Pantry Services.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of acceptable driving techniques and practices;
- Knowledge of safety precautions associated with transporting passengers;
- Ability to drive a passenger vehicle ensuring the safety of passengers and protection of the vehicle;
- Ability to read and follow maps;
- Ability to gauge time needed to arrive at destination;
- Skill at using computer for record keeping;
- Ability to plan and coordinate the distribution of food and commodities to meet the needs of the program;
- Ability to maintain an adequate inventory of food and commodities to meet the needs of the program.

MENTAL AND PHYSICAL ABILITIES:

- Ability to meet attendance requirements.
- Ability to read, write and communicate the English language.
- Bending, lifting and the ability to lift at least 50 pounds on daily basis
- Ability to drive a vehicle in heavy traffic and extended trips.
- Ability to perform continuous walking, stooping, standing and climbing

WORKING CONDITIONS:

Work is performed in a normal office environment and/or outside and work involves driving a vehicle where there may be physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with long distance trips or heavy traffic.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or G.E.D.
- Two (2) years' experience operating an automotive vehicle,
- Valid Nevada State Driver's License
- Nevada Food Handler's Certification *preferred*
- 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
<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.