

Sisseton Wahpeton Oyate

Job Description

Job Title: Food Pantry Worker, 40 hours a week

Reports to: Food Pantry Manager

Summary: The Food Pantry is constantly receiving food donations that must be sorted and readied for distribution. The Food Pantry manages the food donations to the Sisseton-Wahpeton Oyate Community to ensure food items are available throughout the month.

Duties and Responsibilities:

- Welcome clients and donors upon arrival.
- Prepare food boxes for distribution to eligible clients.
- Unload shipments when received.
- Help keep food sorted on shelves where it is easily accessible.
- Assist in picking up food donated or processed when necessary.
- Keep food pantry clean and orderly.

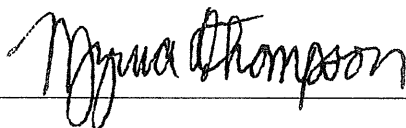
QUALIFICATION REQUIREMENTS:

- Assist the Food Pantry Manager in activities to ensure safety, cleanliness, and an orderly environment which is welcoming to the public. Also assist with the grounds and parking lot of the facility and ensures proper yard care and parking lot maintenance.
- Must be able to lift 50 pounds.

EDUCATION and/or EXPERIENCE:

- Experience in unloading shipments.
- Valid South Dakota Driver's license and Tribal Driver's License.

Approved _____



Date _____

2/22/19