

Sisseton-Wahpeton Oyate

Job Description

Job Title: Program Manager

Department: Food Distribution Program (FDP)

Reports to: Tribal Secretary

Summary:

The FDP Manager is in charge of operations of the food distribution center. He or she supervises the everyday work activities at the distribution center so that their personnel distribute the food timely fashion. The Manager monitors the distribution center, including the food and building services, shipping, receiving, evaluates their effectiveness, and discusses any concerns with the Tribal Secretary.

Duties and Responsibilities:

- Overall supervisory responsibility of FDP operations and staff
- Develops and monitors the FDP budget.
- Compliance with all Federal and Tribal regulations
- Monitoring and overseeing all activities in the program from deliveries to storage processes on to clients.
- Monitoring and correcting any incorrect storage issues such as food stored at incorrect temperatures, food that is spoiled on delivery or issues with out-of-date product arriving at restaurants.
- Training, supervising and hiring staff to work within the program.
- Delegating work to the staff, attending meetings and inform the Tribal Secretary of any issues or problems that have been noted.
- Handling and responding to customer complaints, employee issues within the distribution program as well as monitoring performance and completing staff evaluations for supervisors.
- Maintenance of accurate and proper books and records regarding the administrative and operational phases, and retains such files for audit purposes
- Preparation of required reports including but not limited to:
 - Monthly reports
 - Annual reports
 - Inventory
 - Distribution reports
 - Damages
 - Household Participation

- Authorization of all purchases concerning FDP
- Assist any staff inquiries or issues brought to attention
- Maintenance of warehouse and FDP vehicles
- Manage and monitor all financial issues
- Distribute commodities and unload trucks
- Pay monthly bills
- Snow removal

Qualification Requirements:

- Minimum of five (5) years of supervisory and/or management experience, preferably in food distribution, warehouse operations, public assistance programs, or program management.
- Knowledge of federal food distribution programs (including FDPIR, USDA, or similar nutrition assistance programs) and applicable regulations.
- Strong organizational and inventory management skills, including experience with ordering, receiving, storing, and distributing food commodities.
- Ability to prepare and maintain accurate program records, reports, and inventories in compliance with funding and audit requirements.
- Knowledge of food safety standards and sanitation requirements.
- Ability to work effectively with Tribal leadership, community members, vendors, and federal or state agencies.
- Understanding of and respect for the culture, traditions, and values of the Sisseton-Wahpeton Oyate.
- Strong communication skills, both written and verbal.
- Ability to maintain confidentiality and protect sensitive participant information.
- Must possess a valid driver's license and SWO Tribal driver's license. Able to operate Tribal vehicles and equipment as required.
- Must pass required background check and pre-employment drug screening in accordance with SWO Personnel Policy.
- Must be physically able to lift up to (50) pounds and perform warehouse related duties.
- Proficiency in the use of computers and Microsoft Office applications (including Word, Excel, and Outlook) for recordkeeping, reporting, and communication.

Education Requirements:

- Associate's degree (AA) in Business Administration, Public Administration, Nutrition, Social Services, or a related field required.
- Bachelor's degree (BA) in a related field preferred.
- Food safety certification (ServSafe or equivalent) preferred or required within a specified period after hire.

Approved by  Date 1/30/26