

14. Receives and processes donated food; monitors expiration dates on all food in the pantry; discards outdated or damaged food.
15. Ensures compliance with all Federal Grant Guidelines and Regulations.
16. Assists in organization, cleaning, and distribution of items in and from donation places.
17. Responsible for cleanliness, safety and security of the vehicle and makes daily inspections, checks tires, water, oil, and other items to maintain equipment in good operating condition; reports any problems to supervisor immediately.
18. Attends meetings and training required by providers in relation to Food Pantry Services.
19. Performs other duties/related work as required.

QUALIFICATIONS:

1. Possess High School Diploma or GED
2. Two (2) years' experience operating an automotive vehicle
3. Possess a valid driver's license, insurable by Tribe's insurance company, and not prohibited from driving a federal government vehicle.
4. Nevada Food Handlers Certification preferred or able to obtain one within 90 days
5. Minimum 12 months of work experience in the fields of: office administration, financial management, or project coordination.
6. Must be computer literate and proficient with Microsoft Office (Excel, Word)
7. Possess professional verbal and written communication skills.
8. Must have professional telephone protocol experience.
9. Excellent reading, writing, grammar, and math skills.
10. Strong organizational skills, attention to detail, time management, and adequate inventory of food items
11. Knowledge of and experience with records management.
12. Must be physically fit and capable of bending, lifting, and moving at least 50 pounds on a daily basis.
13. Name not included on Federal Excluded Parties List System <http://www.epls.gov>

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

To Whom Position Reports:	Tribal Chairperson
Employee Classification:	Part Time Employee
Travel Requirements:	Travel to Reservation twice a year to attend Tribal Council meetings and in or around the Reno/Sparks area
Driver's License:	Must possess a valid Nevada driver's license
Overtime Status:	Non-exempt
Introductory Period:	90 days

TRIBAL MEMBERS AND INDIAN PREFERENCE: The Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b) (c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion, or national origin.