

**SUMMIT LAKE PAIUTE TRIBE
Primary Administrative Office
2255 Green Vista Drive Suite 402, Sparks, NV 89431
(775) 827-9670 Fax (775) 827-9678**

JOB ANNOUNCEMENT

Position Title: Food Pantry Worker **Rate of Pay:** \$19.00-\$20.70 an hour (DOE)
Opening Date: 01/14/2025 **Native Preference through February 4, 2025, 5:00 pm**
Closing Date: Open until filled
Duration of Employment: Regular, Part Time **Benefits:** Paid Holidays and Annual/Sick Leave

ABOUT THE TRIBE: The Summit Lake Paiute Tribe (SLPT) is a federally recognized Tribe, organized in accordance with the Indian Reorganization Act of 1934. The Tribe's Constitution is titled Articles of Association. The Summit Lake Indian Reservation is located 50 miles south of the Oregon border; 68 miles east of Cedarville, California and 83 miles north of Gerlach, Nevada. SLPT's primary administrative office is in Sparks, Nevada.

JOB SUMMARY: As a member of the Summit Lake Food Pantry program the Food Pantry Worker is responsible for Food Pantry services, duties including 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.

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.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Food Pantry Coordinator, you shall perform the following duties.

1. Serve as a driver of truck and/or van to obtain food items and/or deliver food. Must be willing to travel in the Reno/Sparks area.
2. Pick up Food items on scheduled days.
3. Drives carefully and observes/complies with all traffic signs and road/weather conditions to ensure the safety of passengers.
4. Parks vehicle in a safe location within the Summit Lake offices.
5. Locks vehicle doors when vehicle is not in use. Fuels vehicles in accordance with state gasoline regulations and Summit Lake Paiute Tribe standards.
6. Logs all mileage on standard forms; ensures the accuracy and completeness of the same.
7. Arrives at destinations according to schedule or telephones ahead when severe delays occur.
8. Aids outreaches, special events, and events of the Holiday season as assigned.
9. Aids the Food Pantry as needed.
10. Meets with clients; reviews applications and checks files to determine clients' eligibility to receive assistance. Ensures clients are properly registered. Ensures food pantry, office space and common areas are all clean and well organized. Manages client data and provides monthly reporting to the Summit Lake Tribal Council.
11. Comply with all requests and tasks assigned by the Chairperson or Tribal Council.
12. Prepares food bags/boxes according to number in the household unless otherwise specified.
13. Prepares and maintains statistical records representing the amount and type of services provided.

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:	Food Pantry Coordinator
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.