

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Food Bank Coordinator

**Report To:** Social Service Director

**Department:** Social Services

**Job Vacancy:** YAN-24-069

**Status:** Full-Time; Non-exempt

**Starting Wage:** DOE

**Opening Date:** 8/5/2024

**Closing Date:** 8/16/2024

### **POSITION DESCRIPTION:**

Manage the operation and maintenance of the Food Bank Warehouse and delivery area in handling food products for Food Bank program participants.

### **QUALIFICATIONS:**

- Must have a High School Diploma or GED Certification or minimal experience.
- Must be at least eighteen (18) years of age or older.
- Ability to present/express themselves effectively orally and in writing.
- Ability to independently compose and prepare correspondence and memoranda.
- Ability to read, analyze and interpret moderately complex data.
- Must have reasonable knowledge of Policies and Procedures affecting assigned work and knowledge of office administration principles, budgeting procedures and financial record keeping.
- Must have knowledge of a variety of computer software, including work processing, database and spreadsheet applications and Microsoft Office.
- Must be able to physically load and unload food products boxes in/out of van and in warehouse including delivery areas.
- Knowledge of modern office practices; good communication skills; able to start work early and work with a flexible schedule.
- Establishes and maintains effective working relationships with other department staff, tribal departments and general public.
- Knowledge of the USDA facilities maintenance/operation practices and guidelines.
- Must have knowledge in building management and operation techniques.
- Must have knowledge of operations of machinery associated with Food Bank.
- Evidence of continuing education to maintain any required Certifications/License and update knowledge and skills.
- Must have a valid Arizona Driver License and insurable with the Yavapai-Apache Nation's Insurance policy and maintain insurability throughout duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Manages the program in the best interest of the Nation.
- Supervises trains and manages subordinate personnel in the Food Bank Department.

- Coordinates department activities through report preparation and project presentations.
- Plans and monitors the department budget; ensures expenditures are within guidelines and maintains accurate reports.
- Ensures coordination of efforts between community entities and networking with various Food Bank agencies.
- Ensures the overall cleanliness and safety of the facility and its staff in accordance of federal guidelines.
- Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery and service.
- Purchase all supplies to ensure the Food Bank operation runs smoothly and effectively.
- Effectively operates daily/monthly food distribution and food box emergency program.
- Provide support services to the clients.
- Evaluates and reviews the performance of assigned personnel.
- Supports and interfaces with other employees and Tribal members.
- Maintains professional education and inter action at meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the field.
- Maintains a positive working relationship with other Tribal employees.
- Participates on various Nation work groups.
- Other related duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

