



Position Overview

Iskam Mək^hMək-Haws Pantry Assistant

Marion-Polk Food Share is the regional food bank leading the fight to end hunger in Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion-Polk Food Share is ***“Leading the fight to end hunger in Marion and Polk counties, because no one should be hungry.”***

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
 - *Value diversity and strive for inclusion*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Encourage creativity and be willing to take risks*
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Statement of Purpose: To maximize the impact of Marion-Polk Food Share by supporting successful food pantry operations in Grand Ronde, Oregon.

Summary of Role: The Iskam Mək^hMək-Haws Pantry Assistant is responsible for coordinating food pantry operations of the food pantry (Mək^hMək-Haws) in Grand Ronde, Oregon, in collaboration with the Program Manager. The assistant will coordinate volunteers and understand and address client needs.

Core Areas of Responsibility

- *Food Pantry Services: Assists the Pantry Manager with the oversight of all essential functions of Iskam Mək^hMək-Haws, including food procurement, inventory management and pantry distribution.*
- *Volunteer Coordination: Supervises and supports a diverse range of volunteers that fulfill a variety of roles at the food pantry.*
- *Grand Ronde Community Outreach: Serves as a Food Share representative in the Grand Ronde community. Attends and participates in community events that increase awareness of, and support for, Iskam Mək^hMək-Haws.*

This position will provide leadership, guidance and training to a large number of volunteers.



Position Description

Iskam Mək^hMək-Haws Pantry Assistant

Areas of Responsibility, Evaluation and Essential Functions:

- **Food Pantry Services: Assists the Pantry Manager with the oversight of all essential functions of Iskam Mək^hMək-Haws, including food procurement, inventory management and pantry distribution.**
 - Co-manages food pantry operations, including managing pantry inventory, ordering food and overseeing distribution.
 - Provides excellent customer service while coordinating the reception area, answering phones and conducting client intakes.
 - Handles client information in a professional, confidential manner.
 - Ensures adherence to all applicable food safety and civil rights regulations.
 - Works with Marion-Polk Food Share to implement food pantry best practices, including health pantry and client choice initiatives. Emphasizes good nutrition and healthy lifestyles.
 - Manages the Fresh Alliance program participation and food donation pick-ups as a part of local food procurement efforts to increase community participation in supporting the Iskam Mək^hMək-Haws.
 - As needed, picks up retail donations using company vehicle or personal vehicle. Travel may include up to a 45 minute drive, one way.
 - Reports, in a timely manner, all necessary statistical service data to Marion-Polk Food Share. Keeps accurate and secure records utilizing Link2Feed.
 - Communicates regularly and effectively with Food Share staff regarding food pantry successes, challenges and needs.
- **Volunteer Coordination: Supervises and supports a diverse range of volunteers that fulfill a variety of roles at the food pantry.**
 - Supports and supervises a team of volunteers. Provides clear direction, resolves conflict and provides volunteer recognition.
 - In collaboration with the Food Share's Volunteer & Vocational Program Manager, recruits, trains, and coordinates food pantry volunteers to fill volunteer gaps. Conducts volunteer orientations and training in civil rights and food safety.
- **Grand Ronde Community Outreach: Serves as a Food Share representative in the Grand Ronde Community. Attends and participates in community events that increase awareness of, and support for, Iskam Mək^hMək-Haws.**
 - Conducts outreach regarding pantry services, including: creating the monthly schedule and volunteer schedule, posting schedule on Facebook and submitting outreach fliers to Smoke Signals. Attends events as needed.
- Other duties as assignedⁱ

Education and/or Experience; Certificates,/Licenses/Registrations:

- High School Diploma or GED required. Some college preferred.
- Minimum of one year experience in the nonprofit sector, social services, customer service, volunteer coordination or program coordination required.
- Must be highly organized and able to maintain detailed records.



- Basic skills in Microsoft Office Suite, including Word, Excel, Outlook and experience using the internet.
- Familiarity with Native American culture and/or the Grand Ronde community highly preferred.
- Spanish language skills a plus.
- Flexibility in working nights and weekends required.
- Must be willing to learn skills in food safety and obtain a Food Handlers' and ServSafe Certifications once on the job.
- Must have valid driver's license, insurance and pass driver background check.
- Must pass pre-employment drug screen and full background check.
- Preference given to Qualified Grand Ronde Tribal Members in accordance with the Tribal Employment Rights Ordinance (TERO).

Necessary Knowledge, Skills and Abilities:

- Proven ability to work effectively with a diverse group of external and internal persons to achieve results.
- Demonstrated skills and commitment to quality, timeliness, efficiency, and effectiveness.
- Demonstrated strong organization skills with attention to detail.
- Excellent customer service and follow through skills.
- Passion for ending hunger and increasing food security.
- Embraced diversity and is committed to creating an inclusive environment for all and to working with families from diverse backgrounds.

Job Conditions:

Work may be performed at a work station and in a warehouse/store environment. May frequently lift, move and carry objects in excess of 50 pounds. Work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work or travel out of the local area and work outside normal working hours, such as evenings and weekends, as needed. Work in excess of 40 hours per week may occasionally be required.



Title	Iskam Mək ^h Mək-Haws Pantry Assistant	Department	Programs
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Starting Pay Range	14.22-16.71
Status	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	Hours Per Week	30
Reports to	Grand Ronde Program Manager	Date of Last Revision	9/27/18
Alternate Title(s)			
Employee Signature			
Supervisor Signature			
HR Signature			

ⁱ This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. MPFS has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.