

Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main St
Harlem, MT 59526
(406) 353-2205

TITLE: Food Handler **STATUS:** Permanent – Full time

DEPARTMENT: Human Services **SALARY:** \$13.00

PROGRAM: Commodity **LOCATION:** Fort Belknap Agency

SUPERVIDION RECEIVED: Works under the general supervision of the Warehouse Clerk.

SUPERVISION EXERCISED: As assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Responsible for unloading trucks of food items when delivered and organizing them in the warehouse from the State Warehouse or the Fresh Food Trucks.
2. Responsible for taking IFMS orders when the Program Assistant or Warehouse Clerk is not available.
3. Responsible for the physical handling of the food items for the issuance of commodities.
4. Food Handlers also do delivery to our designated services and the out-laying communities and possibly be working after hours when on deliveries.
5. Responsible to issuing the correct amount of commodities for each order according to the FNS Handbook 501.
6. Responsible for janitorial duties in and around the building and any other duties as assigned.

GENERAL DESCRIPTION OF DUTIES: Knowledge of provisions of distribution of commodities. Must have a current Driver's License. Must be able to lift over 50 lbs. Ability to meet and deal effectively with other staff and general public. Must possess the ability and skills to communicate orally with staff and the public. Performs all duties according to Federal Regulations. Knowledge of Title VI of the Civil Rights Act of 1964.

EDUCATION: Possess a high school diploma or its equivalency.

EXPERIENCE: Must have experience in unloading and re-loading the food trucks with a fork lift. Must have some type of organizational skills. Must have knowledge of the Fort Belknap Reservation and surrounding areas to be able to deliver to outlying communities.

SPECIAL CONDITIONS:

- Must be subject to and comply with the Fort Belknap Indian Community Council's Substance Abuse Prevention, Drug/Alcohol Free and Drug/Alcohol Testing Policy.
- Must possess a State of Montana Driver's License and be eligible to ordinary and reasonable cost, for inclusion with the Master Tribal Insurance Policy.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Success applicant will be asked to produce documentation.

Approved: