

## **Houlton Band of Maliseet Indians**

### **Food Distribution Director**

**Job Title:** Food Distribution Director

**Department:** Food Distribution Program

**Reports to:** Tribal Administrator

**Salary Range:** \$22.60- \$25.00

**Summary:** Under the supervision of the Tribal Administrator, will efficiently and effectively implement and monitor the USDA Food Distribution Program, following program guidelines. Will be responsible to assist clients with intake, applications and determination of eligibility. Will lead the organization and cleanliness of the food distribution center and delivery of food orders.

#### **Essential Duties and Responsibilities:**

- Supervision of Warehouse/ Delivery Worker and Coordinator.
- Welcomes Clients at the food distribution center and answers questions.
- Responsible for intake of clients and assists in the determination of need.
- Develops and maintains applicable forms for various programs and keeps forms updated.
- Works with staff on inventory: supply, demand, display, orders, etc.
- Gathers required information and processes application/certification of clients for USDA FDPIR program.
- Assists clients in completing applications and placing orders.
- Process, pack, fill and deliver food orders as appropriate.
- Document filled orders, report changes, adjustments or substitutions to the appropriate personnel.
- Inventory Management
- Sorts and stores perishable goods in refrigerated rooms and maintains a log of cooler temperatures and report any deficiencies.
- Work as an Essential Worker during emergencies.
- Assists in the maintenances of the Food Distribution Center while complying with Food and Safety Standards.
- Attend training as appropriate and requested for certification, safe distribution, handling and storage of food.
- Maintain client confidentiality.
- Function as part of the department team by covering office duties as requested.
- Coordinate with Staff and tribal departments, nutritional education.
- Other duties as assigned.

## **Education and Experience**

Must have a high school diploma or G.E.D. Two years working directly within the Human Services field or two years' experience working with community resource programs preferred. Supervisory experience.

**Knowledge, Skills and Abilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must possess computer skills in areas of word processing, database, spreadsheet, internet research and email. Must have math skills, and effective written and oral communication skills. Must be willing to learn and operate light and heavy warehouse equipment. Must show respect and sensitivity for cultural differences. Must possess a positive work attitude, have excellent customer service skills and work well with other Tribal Programs. Must possess a valid Maine State Driver's License and have reliable transportation. Complete State and Federal Criminal background check. Complete and pass HBMI drug testing procedures.

Application are available to download at our website [maliseets.net](http://maliseets.net), at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail [hr@maliseets.com](mailto:hr@maliseets.com).

Applications will be accepted until close of business September 11th, 2023

### **TO APPLY:**

Submit an application to:  
Houlton Band of Maliseet Indians  
Attn: Jessica Huff  
88 Bell Road  
Littleton, Maine 04730

**The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.**