



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>Food Pantry Assistant</b>	<b>Open Date:</b>	<b>May 25, 2022</b>
<b>SLT Program:</b>	<b>Community Nourishment</b>	<b>Close Date:</b>	<b>June 8, 2022</b>

**Position Objective:** All efforts focus on providing emergency food and educating low-income households on emergency services and resources available in the community that will help to stabilize the management of the home.

**Major Duties & Responsibilities:**

- Assist in opening and closing food pantry daily.
- Assist in unloading trucks, lifting, moving, and organizing cases of food.
- Stocks shelves; repackage bulk food items.
- Maintains a clean and safe environment.
- Provides service to clients in a fair, non-judgmental manner.
- Gives information and answers questions.
- Maintains clients/program files.
- Prepares food boxes for clients.
- Creates daily/monthly reports.
- Conducts daily/weekly inventory and keeps records.
- Organize and sort donations; keep donation areas clean and clear.
- Other duties as assigned by program director.

**Qualifications, Experience, and education required:**

- High School Diploma or GED; and two years related experience.
- Knowledge of community resources and public services available to low-incoming households.
- Be able to lift 40 to 50 pounds.
- Ability to work independently as well as part of a team.
- Strong organizational skills.
- Good verbal and written communication skills.
- Knowledge of filing and record keeping.
- Familiarity with computers and software.
- Be of good character, good work ethics and a self-starter.
- Ability to work with staff and a variety of volunteers.

<b>Job Role:</b>	<b>Assistant</b>	<b>Company Industry:</b>	<b>Spirit Lake Tribe</b>
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<b>Exempt/Non-exempt</b>	Exempt		
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	Director of Woodlake Wellness/Community Nourishment
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non- exempt</b>	Exempt
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlekenation.com">katerid@spiritlekenation.com</a> <a href="mailto:normar@spiritlekenation.com">normar@spiritlekenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		