



# HOH INDIAN TRIBE

## HUMAN RESOURCES

P.O. Box 2196, Forks, WA 98331  
(360) 374-7771 · [hr@hohtribe-nsn.org](mailto:hr@hohtribe-nsn.org)

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|---------------------|---|
| <b>Job Title</b>    | Food Distribution/Food Bank Manager   |
| <b>Department</b>   | Administration  |
| <b>Reports to</b>   | Executive Director  |
| <b>Status</b>       | Part-Time (3 days a week Tuesday, Thursday, Friday)   |
| <b>Salary Range</b> | DOE/Q   |
| <b>Location</b>     | Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins |

## Summary:

This position administers activities and services of the Hoh River Indian Food Bank. General duties of the Program Manager include promoting the general welfare of the Hoh River Indian Tribe's low-income population by improving nutrition information and food availability for eligible individuals and families living in the area.

## Duties and Responsibilities The duties of this position include, but are not limited to:

- Issuance of food from food bank sources, including delivery for homebound residents.
- Warehouse maintenance, inventory, and management.
- Coordination of work plans, ordering and processing food deliveries
- Maintaining accurate and organized files
- Reporting as required by funding sources
- Conducting food-related surveys across the community
- Conduct yearly evaluation of the program
- Driving to Forks to pick up Food Bank items for distribution
- Participation in online training, webinars, and certification activities in addition to travel to conferences as needed.
- Communication with Tribal, State, and Federal partners to ensure program compliance fostering good working relationships and services for community members.
- Ensure compliance with the Hoh Tribe's budget process.
- Other duties as assigned.

## Supervisory Responsibilities:

- None

Approved: May 31, 2023 Job Description: Food Distribution/Food Bank Manager

## **Skills and Specifications:**

- Excellent understanding of the Hoh River Indian Culture and community.
- Excellent customer service skills
- Proficient with MS Office, MS Publisher
- Skilled in office organization, communication, and time management.
- Ability to work independently under minimal supervision.
- Must be able to lift 40 pounds.
- May occasionally work odd or extended hours as needed
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources
- Must adhere to the personnel policies and drug and alcohol policies
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check
- Punctual attendance
- Must be able to work well with others as a team and just as well individually

## **Education and Qualifications:**

- High School Diploma or G.E.D
- Demonstrated experience working with a Food/Commodities Program
- At least two years' experience working with a diverse population who may be struggling economically.
- Must pass a criminal background check
- Valid Washington State Driver's License

## **Work Environment:**

- Requires some travel as needed using GSA vehicles
- Some of these duties may expose employee to outside weather conditions as needed

*Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.*

TO APPLY: Download the Hoh Tribe Employment Application at [www.hohtribe-nsn.org](http://www.hohtribe-nsn.org).

Submit a complete application along with a cover letter and resume containing three professional work references.

If claiming Tribal hiring preference, please include this in your cover letter and provide a copy of a CIB or Tribal ID.

Complete applications may be submitted electronically to [hr@hohtribe-nsn.org](mailto:hr@hohtribe-nsn.org) via fax to 360-374-5426.

Or Application materials may also be mailed to the following address:

Hoh Indian Tribe  
ATT: Human Resources  
P.O. Box 2196  
Forks, WA 98331.

For more information, please contact the Human Resources (360) 374-7771.