



BOARD OF TRUSTEES

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FOOD PANTRY COORDINATOR JOB DESCRIPTION

Reports to: Emergency Manager
Supervises: None
Salary: Commensurate with Qualifications

POSITION SUMMARY:

The Upper Sioux Community, as part of its response to the COVID-19 pandemic is working to address food security and food self-sufficiency needs that have been identified as a critical focus area for the Community. To ensure that Upper Sioux Community members and their families have adequate food and supplies throughout the pandemic. The **Food Pantry Coordinator** is a new position that will be responsible for supervising the newly created Upper Sioux Community Food Pantry and assisting with meal preparation for the expanded Elders Meal Program.

QUALIFICATIONS:

A. Education and Experience

1. An associate's degree in management or at least two (2) years of work experience in a supervisory position;
2. A minimum of two (2) years of work experience in a commercial kitchen or a food handler's permit; and
3. A high school diploma or a GED.

B. Abilities

1. Ability to monitor food pantry inventory and manage food and other supplies to ensure a stable stock of essential items.

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2. Ability to coordinate with the Emergency Manager, Elders Meal Program staff, Youth Meal Program staff, and others to ensure that USC members and their families receive available food and other supplies.
3. Ability to ensure that food and supplies are stored appropriately and according to Tribal and other food safety standards.
4. Ability to read, understand and effectively track expenses related to the Food Pantry Program.
5. Ability to organize and develop oral and written information related to the purpose of the Food Pantry Program for dissemination to community members, partners, and others.
6. Ability to work with Tribal members.
7. Ability to prepare and present regular Food Pantry Program reports to the Emergency Manager, Emergency Management Team, and the Board of Trustees.
8. Ability to work independently.
9. Ability to multitask.
10. Ability to work in a kitchen with the expanded Elders Meal Program to assist the cook and other staff in meal preparation.

C. Knowledge

- Knowledge of local food resources.
- Knowledge of food and nutrition.
- Knowledge of proper techniques in food preparation.
- Knowledge of sanitation standards and COVID-19 standards
- Knowledge of computer programs that will support the Food Pantry Program's inventory control.

D. Duties and Responsibilities

- Assisting with scheduling recipes to prepare.
- Preparing meals under the supervision of the Elders Meal Program Coordinator.
- Preparing meals in bulk using available kitchen equipment.
- Keeping an inventory, and working with Elders Meal Program Coordinator to utilize food pantry items as appropriate in the Elders Meal Program.
- Store everything properly and in order.
- Handle food as hygienically as is possible and in compliance with COVID-19 protocols.
- Ensuring that the work environment is safe, secure and healthy.
- Ability to Meet deadlines.
- Perform other relevant duties as required.