

Sisseton-Wahpeton Oyate

Job Description

Job Title: Food Security & Preservation Manager

Reports to: Tribal-Vice Chairperson

Summary:

This position encompasses a widely-varied amount of duties and responsibilities. Responsible for the operation of the Program. Supervises and controls all activities and staff in accordance with established SWO standards, policies and procedures. Supervisor must plan, organize, and coordinates team members and resources of the Program in the best interests of the SWO and members to provide efficient and well-prepared services. As a key leadership position, it is fast-paced, and demanding combining strategic planning, organizational skills, dependability, professionalism, and day-to-day management activities.

Duties and Responsibilities:

1. Ensures that all employees adhere to all SWO policies and procedures uniformly.
2. Maintains established standards of sanitation, safety, food preparation, and storage set by Health Department during workshops and food storage.
3. Inspects food preparation and serving areas to ensure safe, sanitary food-handling practices.
4. Maintains and orderly, sanitary, safe and very clean kitchen by assisting staff in all kitchen cleaning.
5. Implements posted work schedules, while adjusting as necessary to cover employees during events.
6. Garden and preserve food for emergency food storages.
7. Conducts weekly meetings with staff
8. Identify training needs and initiate development for staff for emergency certifications.
9. Manage all purchases and maintain budget control.
10. Plan and prepare monthly classes, activities for community members and schools.
11. Maintain and upkeep the community garden and indoor gardens.
12. Assist with the gap needs within community regarding food preservation, nutrition education and emergency food preparedness.
13. Assess and document class attendees, participants, participant supplies, and materials.
14. Develop and maintain records of grant goals, deliverables, and constraints.
15. Keep open communication with Schools and colleges, Tribal programs, and Community partners for classes, events, or educational information

16. Keep running inventory list of all supplies and equipment.
17. Create, preserve, and deliver emergency food boxes in disasters.
18. Host and teach at community events or classes.
19. Other duties as assigned.

Qualifications:

1. High School Diploma or GED required.
2. Three years of experience with administrative duties.
3. Three years of experience assisting with emergency preparedness.
4. Experience with Microsoft Office, Word, Excel and Outlook.
5. Strong work experience with gardens and garden equipment.
6. Experience and knowledge of medicinal plants and preserving.
7. Detail orientated and prioritizing tasks.
8. Ability to communicate clearly with co-workers, public, and community partners.
9. Public speaking for events, classes, and presentations.
10. Must be Certified in Emergency Preparedness.
11. Must possess a strong work ethic and be able to work flexible, various and sometimes, long hours

Approved



Date

