

POSITION DESCRIPTION

POSITION: Part Time Warehouse Worker
LOCATION: Food Distribution Building
SALARY: Grade 3-\$12.00

POSTING DATE: 6-3-20
CLOSING DATE: 6-10-20
Approximately 20 hrs per week

GENERAL RESPONSIBILITIES:

The Warehouse Worker is responsible for providing assistance to the Food Distribution Supervisor in the operation of the USDA Food Distribution Program and the daily functional activities of the warehouse. Warehouse worker will work under the direct supervision of the Food Distribution Supervisor.

DUTIES:

1. Responsible for maintaining a working knowledge of USDA Food Distribution Program requirements regarding regulations and eligibility guidelines and providing assistance as needed to the supervisor.
2. Responsible for receiving, stacking, rotating and distribution of all food in the warehouse on a daily basis.
3. Responsible for assisting the supervisor in maintaining monthly accurate inventory records for the Food Distribution Program.
4. Responsible for helping and/or making home deliveries.
5. Responsible for maintaining a clean and neat warehouse.
6. Assisting with the security of all food located in the warehouse.
7. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
8. Must maintain an acceptable departmental attendance record.
9. Must be reliable and prompt when reporting to work.
10. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
11. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
12. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Must possess a High School Diploma or GED.
2. Must possess physical ability to lift individual containers of USDA commodities up to a maximum of 50 pounds.
3. Must possess above average math skills and knowledge of inventory procedures.
4. Must possess mechanical skills necessary for assisting in the efficient operation of the warehouse facility and ability to operate a forklift.
5. Someone familiar with the surrounding community is preferred.
6. Must be dependable and capable of working with minimal supervision.

7. Must maintain confidentiality regarding all information related to the Food Distribution Program.
8. Must possess good communication skills and have the ability to work well with others.
9. Must submit to a criminal investigation background check.
10. Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
11. Must be willing to attend all applicable training.
12. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must be eligible for coverage under the employer's liability insurance.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
15. Must be able to meet physical requirements of position.
16. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
17. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Tribal Council Approved: 11-4-08
Tribal Council approved: 6-5-12
Exec Director approved:1-15-13

Revised:7-21-09, 5/30/12
TC Approved: 6-2-20