**Vacancy Announcement**

**POSITION:** Delivery Driver/ Maintenance Worker  
**LOCATION:** Elderly Nutrition, Clinton, OK  
**ISSUED:** September 19, 2019  
**CLOSING:** Until Filled

Under the direct supervision of the Elderly Nutrition Program Coordinator, primary responsibility is to deliver meals at the noon hour to the elderly in the Clinton area.

**DUTIES AND RESPONSIBILITIES:**
- Load or assist loading meals to be delivered to homebound elders
- Operate assigned vehicle safely and legally
- Complete all paperwork necessary for mileage log
- Maintain Fuel man records and receipts
- Service vehicles with fuel, oil radiator fluid, etc.,
- Complete scheduled oil change maintenance through Fuel man
- Other duties as assigned
- Sweep/mop floors, take out trash, Clean bathrooms, Clean vehicles, Mow grass, regular maintenance

**QUALIFICATIONS:**
- Valid Oklahoma State Driver's License
- Clean driving record for insurance purpose
- Willing to work other than normal working hours
- Knowledge of the area and the people
- Cheyenne-Arapaho Preference

**SALARY:** Negotiable, depending on qualifications and experience.
APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@c-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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