***Vacancy Announcement***

POSITION: Warehouse-Grocery Store Operations Manager  
PROGRAM: Food Distribution  
LOCATION: Warehouse, Watonga, Oklahoma  
ISSUE DATE: September 19, 2019  
CLOSING DATE: Until Filled

DEFINITION: Under the direct supervision of Food Distribution Program Coordinator. Manages grocery store and warehouse operations in both the Clinton and Watonga USDA food stores. Immediate supervisor to Grocery Store Managers, Clinton and Watonga.

DUTIES:
- Food Ordering:
  - Determines the amount of food to be ordered for both Clinton and Watonga based on current inventory levels.
  - Orders both dry food and produce for both Clinton and Watonga stores; weekly, bi-weekly or monthly on USDA and DoD websites.
  - Receives food shipments and reviews bill of ladings.
  - Enters all in-coming shipments into the Automated Inventory System after inspection.
- Inventory Reports:
  - Completes the monthly 152 reports for both Clinton and Watonga stores and submits reports to the regional USDA office.
  - Compiles the daily and monthly inventory reports from each store and stores them annually.
  - Responsible for all transactions on AIS; transfers, damage, etc.
- Records Management:
  - Maintains recordkeeping for each of the following:
    - Nutrition Education Food Usage
    - Damaged Food List
    - Daily Inventory Counts
    - Daily Participation Reports
    - Transfer and Tailgate Inventory reports
- Monthly 152 & FNS-101 annual reports for Clinton and Watonga stores
  - Stores all reports annually.
- Building and Grounds Management:
  - Determines the need for grounds maintenance at both Clinton and Watonga stores.
  - Determines the need for building repairs and maintenance for both Clinton and Watonga stores.
- Personnel Management:
  - Handles all disciplinary actions in the Clinton and Watonga stores.
  - Reviews and interviews potential employees in both Clinton and Watonga stores.
  - Maintains excellent communication with the Clinton and Watonga Store Managers.

**ADDITIONAL JOB DUTIES:**
- Cross-trained in Certification.
- Attend position-related trainings, as needed.
- Must have excellent communication and customer service skills.
- Any additional job duties assigned by the Coordinator to meet program objectives.

**QUALIFICATIONS:**
- High School Diploma or GED required.
- Must pass a physical/medical examination and TB test within 30 days of hire date.
- Must possess a valid Oklahoma State Commercial Driver’s License Class “B”.
- Forklift operator’s license required.
- Food Handler’s certification.
- CPR/First Aide/AED Certified.
- Must be able to do moderate to heavy lifting.
- Minimum five years’ supervisor or management experience.
- Cheyenne and 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@cheyenneandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
**Toll Free 1 (800) 247-4612 ext. 27498**

To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)