**Vacancy Announcement**

**POSITION:** Grocery Store Manager  
**DEPARTMENT:** Food Distribution  
**LOCATION:** Food Distribution Store, Watonga, Oklahoma  
**ISSUE DATE:** November 19, 2019  
**Until Filled**

**DEFINITION:** Under the direct supervision of the Warehouse Operations Manager, performs any combination of the following: receives, stores, and distributes USDA food within the Food Distribution Program. Manages the Watonga grocery store and supervises the Warehouse Aides.

**DUTIES:**
- Inventory responsibilities:
  - Receive and accept proper shipments from USDA food deliveries.
  - Inspect and approve proper shipments from USDA food deliveries.
  - Enter approved food shipments into Automated Inventory System.
  - Maintain records of daily records of inventory reports and physical counts.
  - Coordinate shipments of restock from warehouse to store.
  - Maintain inventory control.
- Temperature controls:
  - Will set and monitor thermostat controls to maintain specific temperature in warehouse and store areas set by the USDA regulations.
  - Maintains temperature logs for each refrigerator and freezer in store, as required by USDA regulations.
  - Report any fluctuation in temperature which may be a result of faulty equipment.
- Security:
  - Examine doors, security lights, windows and gates for security.
  - Check for fire hazards, entrance clearance or security system problems.
  - Report any irregularities or issues.
- Distribution:
  - Position requires minimum computer knowledge to input inventory and print daily inventory reports.
  - Distribute food items by computer input and manual distribution.
  - Transfer foods on Automated Inventory System from one store to the other.
  - Transfer food on Automated Inventory System for tailgate distribution.
- Delegate Warehouse Aides duties:
- Determine daily work assignments.
- Schedule work duties and locations on staff activity calendar.
- Schedule trainings based on employee needs and program requirements.
- Drives a delivery truck over established route to distribute food items at tailgate sites, as needed.
- Follow established policies and procedures as required by USDA guidelines.

**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.
- Possess a valid Oklahoma State Driver’s License, Class B CDL preferred.
- Forklift operator’s license required.
- Food Handler’s certification.
- CPR/First Aide/AED Certified.
- Must be able to do moderate to heavy lifting.
- Minimum two 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)