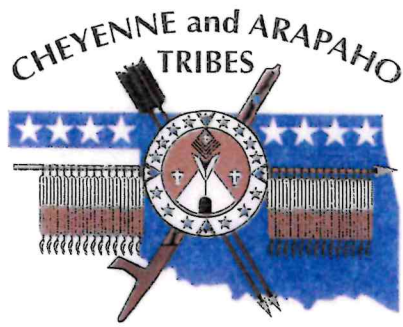


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

****Vacancy Announcement ****

POSITION: Maintenance/ Delivery Driver
PROGRAM Elderly Nutrition
LOCATION: Clinton, OK

ISSUED: April 7, 2022 **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@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