***VACANCY ANNOUNCEMENT***

POSITION: Warehouse Aide
PROGRAM: Cheyenne and Arapaho Food Distribution
LOCATION: Clinton (1) & Watonga (1), OK
ISSUE DATE: July 15, 2022  CLOSING DATE: Until Filled

GENERAL DESCRIPTION: Under the direct supervision of the Cheyenne & Arapaho Food Distribution Program Clinton Store Warehouse Manager and Programs Operation Manager, the Warehouse Aide is responsible for a variety of tasks involving janitorial duties, forklift & pallet jack operator, receiving, storing & restocking of USDA product.

DUTIES AND RESPONSIBILITIES:
- Responsible for janitorial duties
- Responsible for receiving weekly produce and inspection upon arrival
- Assists with unloading and tracking product from bi-weekly restock deliveries
- Responsible for first in first out (FIFO), manufacturing dates and best if used by dates on all product when restocking or restacking
- Responsible for restocking off site grocery stores when needed
- Responsible for filling client food orders
- Will assist in completing daily and monthly inventories
- Responsible for tracking of all log sheets for the Food Distribution warehouse
- Responsible for submitting all daily documents to Grocery Store Managers by COB
- Will work scanners at check-out stations
- To learn and become familiar with Integrated Food Management System (IFMS)
- Assist with daily data input with IFMS
- Will box or bag client’s food order once order has been scanned simultaneously
- Assist clients with carry-out
- Maintain tribal vehicles cleanliness and basic vehicle maintenance.
- Maintain warehouse equipment; carts, floor jacks, fork lifts, pallet rack organization.
- Will assist in maintaining Food Distribution complex grounds/landscape mowing, trimming and edging.
- Responsible for security checks at the end of each day for equipment, vehicles, doors and gates.
- Will assist with other program components when needed. (Cross-train in certification)
- Responsible for home bound order process and retrieving participant documentation
• Assist with taking participants orders on IMFS in the warehouse if participants are certified
• Show a high level of confidentiality and professionalism
• Show excellent customer service and communication skills
• Assist in outreach activities as needed.
• Maintain kitchen cleanliness
• Must be able to do Pantry qualification intake and other duties & responsibilities
• Be able to go to in-state and out of state training
• Any additional duties assigned by the Chain of Command to complete program objectives that benefit the program as well as the employee.
• Excellent customer service and communication skills.
• Under the supervision of the Warehouse Operations Manager and Store Managers.
• Become familiar with the Food Distribution 501 & Policies as well as Cheyenne & Arapaho Policies and Procedures

QUALIFICATIONS:
• High School Diploma or GED required.
• Oklahoma Driver’s License
• Typing and computer skills desired
• Capable of meeting deadlines in a timely manner
• Experience in working with policies and guidelines
• Must be in a good physical condition
• Must be able to do moderate to heavy lifting, 25lb. minimum
• Must pass a physical examination
• Ability to work with heavy machinery
• Must be able to obtain:
  o Forklift Safety Certification
  o Food Handler’s Card
  o CPR/First Aide/AED Certification
  o Narcan Training
  o OSHA Training Course
  o Microsoft Training Courses
  o Customer Service Training
  o Civil Rights Training
  o Sexual Harassment Training
  o CDL License if required
• Ability to work with minimal supervision
• Must pass pre-hire drug testing
• Must pass background check

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

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www.cheyenneandarapaho-nsn.gov