

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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***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:
 - Forklift Safety Certification
 - Food Handler's Card
 - CPR/First Aide/AED Certification
 - Narcan Training
 - OSHA Training Course
 - Microsoft Training Courses
 - Customer Service Training
 - Civil Rights Training
 - Sexual Harassment Training
 - 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

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To view all our current vacancy announcements, please visit our website at:

www.cheyenneandarapaho-nsn.gov