

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Warehouse Worker (FDPIR/Food Bank)

EXEMPT: No	JOB CODE: 5-SA T5
TARGET SALARY: \$9.67 TO \$11.38/DOQ	SHIFT: M-F 8 to 5
PROGRAM: Social Services	LOCATION: USDA
REPORTS TO: Coordinator II (USDA)	

SUMMARY: Assist the USDA Coordinator in commodity inventory control, maintain the warehouse in a safe, clean manner, and to prepare FDPIR and Food Bank orders as directed by documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Prepare food orders from documents by case, or by units, ensuring correct number taken from inventory. Adequately filling orders consistent with FDPIR and Food Bank guidelines. Processing of food orders and requests will be dispersed following proper paperwork.

Conduct warehouse inspections for safety, cleanliness, and pests. Follow-up with Building Maintenance, pesticide control, etc. as needed.

Maintain documents for inventory control.

Assist with training of individuals placed in operations from other funding sources, acting as lead worker, which includes assigning tasks.

Travel to Commodities and Food Bank district sites to pick up commodities/food bank supplies as needed.

Operate forklift, electric, and manual pallet jack.

Receive and shipments of food products.

Maintains inventory and warehouse directed by State and USDA regulations and guidelines.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Ability to operate material-handling equipment i.e., pallet jacks, two-wheeled hand trucks, and an electric forklift.

Ability to develop and maintain positive relationships with clients, co-workers, and Tribal representatives.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

The employee must occasionally lift and/or move up to 65 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Personnel Office
P.O. Box 115, Bldg 150 Rm #7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: September 10, 2020
CLOSE: September 16, 2020

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.