

**NORTHERN CHEYENNE TRIBE
FOOD DISTRIBUTION PROGRAM
JOB ADVERTISEMENT**

POSITION: Food Handler (Part-time)

SALARY: \$8.14 Per Hour

DEPARTMENT: Food Distribution Program

ACCOUNTABLE TO: Program Director or Designee

CLASSIFICATION: Covered, Non-exempt, Full-time Regular

OPENING DATE: 11/10/2021

CLOSING DATE: 11/24/2021 @ 4:00pm

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and certified college transcripts to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK:

This position requires entering data in the computer and doing the order for the client for shopping list and boxing and loading it for the client. Arranging the commodities in the warehouse in a neat and organized fashion. Assists the issuance and warehouse clerk.

PERSONAL CONTACTS:

Daily contact with the public in person and over the telephone,

ESSENTIAL FUNCTIONS:

A general knowledge of the State of Montana/USDA Federal Regulations regulating the Food Distribution Program. A thorough knowledge of general inventory and basic accounting practices with-in a warehouse setting.

- Keeps track of data on a daily basis.
- Demonstrates the ability to physically count for inventory purposes.
- Greets clients in a positive and friendly manner.

Job Requirements:

Knowledge: this position requires knowledge in mathematical figures and computers techniques.

Skills: this position requires skills in using a forklift, calculator, and telephone etiquette.

Abilities: this position requires skills in physical counts of the inventory. Ability to pay attention to detail and accuracy of documentation and inventory. Performs duties in a timely manner. Be flexible in duties. Communicate orally and in writing, verbal and written instructions. Establish effective working relationships with fellow employees, supervisor, and the public.

Job Performance Standards:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include but are not limited to the following:

- Performs assigned duties.
- Assists the elderly and handicapped.
- Able to lift and relocate heavy boxes.
- Maintains confidentiality of documents.
- Performs other maintenance and manual tasks in the warehouse.
- Required to work after normal hours unloading trucks for inventory.

Education and Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma or G.E.D