

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

POSITION: Inv Clerk/Computer Operator

SALARY: \$13.02 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 knowledge of office management procedures. Requires accurate filing of inventory food item records, maintaining records of recipients served per day. Assists the Produce Worker & Food Handlers. Maintains confidentiality of reports/ records. Required to work after normal working hours unloading food trucks, using the forklift. Required to inspect temperatures for food storage on a daily basis. Required to maintain accurate documents of physical inventory & 152 reports.

PERSONAL CONTACTS:

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

ESSENTIAL FUNCTIONS:

Required to send reports when completed to appropriate agencies (state & Denver offices) in a timely manner. Required to perform maintenance, manual tasks & cleanliness of the warehouse. Required to monitor and count all issuance of food items on a daily basis.

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 GED.
- Experience in basic bookkeeping and positive working rapport with the general public preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties.

- Required to train new employees in all aspects of inventory procedures
- Assists the elderly and handicapped in shopping and delivery's.
- Physically able to lift and relocate heavy boxes, 50 lbs.
- Deals tactfully and diplomatically with the general public in stressful situations at times.
- Maintains an accurate record of inventory and records at all times.
- Required to train new employees/staff the issuance process, retrieving and entering clients selected food items in the computer
- Demonstrates computer skills
- Required to enter all food items/fresh produce into the computer on delivery days and accounts for all food items
- Other duties as assigned
- Required to have a valid Montana Driver's License