

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

**POSITION:** Warehouse Clerk

**SALARY:** \$ 10.20 per hour

**DEPARTMENT:** Food Distribution Program

**ACCOUNTABLE TO:** Program Director

**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:**

Position requires knowledge of office management procedures. Requires accurate filing of inventory food item records. Maintains records of recipients served per day. Neatly arranging commodity items for customers, assisting issuance clerk, food handlers, produce worker and maintains confidentiality of records. May be required to work after normal working hours unloading trucks. Required to perform maintenance, manual tasks, cleanliness of freezers, coolers and warehouse. Required to maintain program truck. Required to assist issuance clerk in all areas of inventory.

**PERSONAL CONTACTS:**

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

**ESSENTIAL FUNCTIONS:**

Position requires ability to operate a computer, keep track of inventory, to order food supplies, perform duties in a timely manner, be flexible in duties, communicate effectively orally and in writing, establish effective working relationship with fellow employees, supervisor and the

public. Ability to lift and relocate fairly heavy boxes for stocking and storage. Ability to maintain accurate temperature of fresh produce storage areas. Ability to handle stressful situations and speak the Cheyenne Language if preferred

**Nature of Work:** This position involves duties and responsibilities requiring considerable skills in clerical and accounting practice.

**Supervision Received:** General Supervision by the director of program or designee.

**Supervision Exercised:** None.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of office management procedures, inventory and knowledge of safety management practices.

**Skills:** This position requires skills in using forklift, calculator, computer skills, and a floor jack

**Abilities:** Must be able to sit for long periods at a time. **Must** be able to lift up to 25 lbs. or more. Must be trustworthy and able to observe confidentiality. **Must** be able to analyze and organize database information.

### **EDUCATION AND EXPERIENCE:**

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

### **AREAS OF ACCOUNTABILITY AND PERFORMANCE**

Being familiar with standards and implication of the DPHHS FP 001 certification process.

Keep track of inventory

Shops for the elderly and disabled clientele,

Enters data into the computer to keep updated files.

### **JOB PERFORMANCE STANDARDS:**

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

Job performance criteria include but are not limited to the following:

- Assists the elderly and disabled
- Delivers commodities for the elderly and disabled to districts in a timely manner
- Is able to lift and relocate boxes 25 pounds or heavier.
- deals tactfully and courteously with the public
- Maintains accurate documents of inventory
- Demonstrates punctuality

- Establishes and maintains effective working relationships with fellow employees, supervisors and the public
- Demonstrates necessary computer skills
- Performs other duties as assigned.