



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Warehouse Supervisor
- DEPARTMENT:** Maintenance & Field Support Staff
- LOCATION:** Food Distribution Building – Tribal Complex
- REPORTS TO:** Food Distribution Program Director

JOB SUMMARY:

Warehouse Supervisor is responsible for the proper handling, storage, and inventory of foods. Also responsible for the distribution of food to clients.

CORE DUTIES AND RESPONSIBILITIES:

1. Primarily responsible for the regulation of heating and cooling units, refrigerators, freezers, etc., with documentation of temperature control by keeping daily logs.
2. In charge of stocking of all food items for distribution.
3. Conducts the issuances of food packages to eligible families according to household size.
4. Removes of all cardboard and paper from issuance area on a daily basis, and sweeping and mopping of floor area as needed.
5. Maintains a daily log of inventory discrepancies, and damaged or unfit items detected in issuances.
6. Responsible for offloading bulk foods into the distribution agency warehouse.
7. Primarily responsible for the daily inventories, maintains food inventory in the FDP store area and forwards inventory to the Director for computer reconciliation or balancing.
8. Assists clients with movement of foods to their vehicles as necessary, in particular, pregnant women and the elderly or disabled.
9. When necessary, shall provide home delivery services to eligible FDP participants.

10. Will be required to attend all training related to warehousing, certification, and civil rights training.
11. Receives applications, collects supporting documents, and evaluates information to determine client's eligibility for assistance, in the absence of the Administrative Assistant/Outreach Worker.
12. Provides oversight to Warehouse staff to ensure completion of duties.
13. Assists the program in all activities and events.
14. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a High School Diploma or GED.
2. Must have at least one (1) year working experience in general warehousing with public contact.
3. Have the ability to interpret and follow program guidelines relating to the Food Distribution Program on Indian Reservations grant.
4. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding grant/contract, program, and client matters.
5. Be computer literate and able to operate software for letter processing and spreadsheets.
6. Proven ability to work well with Indian families, and must have positive interaction skills.
7. Must have the ability to organize and maintain clear and concise records.
8. Must possess good mathematic skills for issuance and documentation of warehouse distribution.
9. Working knowledge of light and some heavy equipment such as manual and mechanical pallet jack, forklift, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment and light/heavy equipment. While performing the duties of this job, the employee is frequently required to stand; walk; reach; climb or balance; stoop; kneel; crouch or crawl. The employee must frequently lift, carry, and move more than 25 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision and depth perception.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Indian Preference applies. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.