



VACANCY ANNOUNCEMENT

Warehouse Assistant III (Tribal Funded)

OPENING DATE:	01/29/2024	CLOSING DATE:	02/12/2024
SUPERVISOR:	Food Distribution Program Director	SALARY:	TBD
LOCATION:	Commodity Supplemental Food Program – COVID Command Building	STATUS:	Regular Full-Time

JOB SUMMARY

Warehouse Assistant III is responsible for providing support in the proper handling, storage, and inventory of foods for the Commodity Supplemental Food Program (CSFP) and is responsible for the distribution of food to clients. These duties are to be accomplished in accordance with the standards as specified and set forth in the Wichita Commodity Supplemental Food Program State Plan of Operation.

DUTIES AND RESPONSIBILITIES

- Utilizes material handling equipment such as forklifts and pallet jacks.
- Maintains daily inventory records through the use of a computerized inventory system.
- Assists participants with filling out and collection of CSFP applications when needed.
- Assists FDP Warehouse Supervisor with conducting End of Month inventory audits which involves accurate counting, data entry, and resolution of any discrepancies.
- Assists with the removal of all cardboard and paper from the issuance area on a daily basis, and sweeping and mopping of floor area as needed.
- Updates and improves job knowledge by participating in trainings related to forklift certification, warehousing, and civil rights training.
- Assists with the regulation of heating and cooling units, refrigerators, freezers, etc., with documentation of temperature control by keeping daily logs.
- Ensures workers' adherence to stipulated safety-related protocols.
- Monitors inventory levels to gauge restocking needs.
- Performs all other duties as assigned by the Program Director.

EDUCATION AND EXPERIENCE

- Preferred: Possess an Associate's Degree in Nutrition, Public Health, Business Administration, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as a Warehouse Assistant or in a position of equal level or responsibility.
- Minimum: High School or General Education Diploma AND a minimum of three (3) years' experience in an increasingly responsible warehouse capacity with a demonstrated experience serving in an entry-level capacity and/or combination of education, training, and experience equal to three (3) years can be substituted that must be documented.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.