



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Certification/Warehouse Worker
SUPERVISOR: Food Distribution Director
LOCATION: Food Distribution Program
POST DATE: March 23, 2026
CLOSING DATE: April 6, 2026

General Description: The primary responsibility of this position is to determine eligibility for new and ongoing applications; and assist in the organization and efficiency of daily warehouse functions. Assist with the ordering of food items, inventory, processing customer orders, picking, packing and delivering orders.

Qualifications: High School or equivalent is required. Experience and knowledge of inventory accountability, food distribution, and warehouse work preferred.

Salary: \$18.00-\$20.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Certification/Warehouse Worker

B. DEPARTMENT: Food Distribution

C. SUPERVISOR'S TITLE: Food Distribution Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to determine eligibility for new and ongoing applications, and assist in the organization and efficiency of daily warehouse functions. Assisting with the ordering of food items, inventory, processing customer orders, picking, packing and delivering orders. Specific responsibilities include but are not limited to the following:

1. Process and enter applications in IFMS within required time frames.
2. Manage and maintain accurate case records/filing system.
3. Process and pack orders accurately for pickup and delivery.
4. Receive and process warehouse products. (unload, label properly store)
5. Maintain inventory and regularly rotate and update it.
6. Keep a clean, safe, and organized working environment, indoor and outdoor.
7. Operate and maintain warehouse vehicles and equipment.
8. Complete necessary program logs daily and report discrepancies.
9. Inspect warehouse daily and report any issues to the supervisor.
10. Collaborate with co-workers, supervisors, and customers for a smooth workflow.
11. Stay up to date and follow best practices.
12. Attend mandatory meetings and participates in trainings.
13. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Normal office setting within a large warehouse. Continuous contact with coworkers and program customers.
2. **External:** Frequent contact with program customers and Tribal Programs.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Food Distribution Director

H. EDUCATION: High School Diploma or equivalent is required.

I. EXPERIENCE: Prior experience in an office as a case worker, warehouse worker, inventory accountability, or a food distribution program.

J. SKILLS:

1. Ability to communicate and work with customers with varying cultural, economic, and social backgrounds.
2. Ability to use computer technology to assist with certifications, orders, labels, and inventory.
3. Good organizational, time management, and multitasking skills.
4. Knowledge of inventory accountability preferred.
5. Certification to operate a forklift preferred.
6. Ability to operate heavy duty warehouse machinery.
7. Ability to lift heavy objects with no restrictions (50lbs) required.
8. Must have a valid WI Drivers license and be insurable.
9. Communicate and cooperative with supervisors and co-workers.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work will be performed inside and outside the warehouse of Food Distribution.
2. **Exposure to Hazards:** Exposure to all weather conditions and heights when rotating and storing inventory.
3. **Physical Requirements:** Must be able to lift 50 pounds continuously with no restrictions.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Certification/Warehouse Worker to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Must have a valid WI Driver's license and be insurable. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resource Director **Date**