



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT**

**JOB TITLE:** Warehouse Worker (1 Part-time)  
**SUPERVISOR:** Food Distribution Director  
**LOCATION:** Food Distribution Program  
**POST DATE:** March 23, 2026  
**CLOSING DATE:** April 6, 2026

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**General Description:** The primary responsibility of this position is to assist with all aspects of the program. The Warehouse Worker will process applications, fill monthly food orders, assist with administrative duties and do home deliveries to homebound clients.

**Qualifications:** High School Diploma or equivalent is required. Must have a Wisconsin Driver's License and be insurable. Experience and knowledge inventory accountability preferred. Prior Experience with certification and distribution of food preferred.

**Salary:** \$18.00/hr.

**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](http://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](mailto: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:** Warehouse Worker (Part Time)

**B. DEPARTMENT:** Food Distribution Program

**C. SUPERVISOR'S TITLE:** Food Distribution Director

**D. DESCRIPTION OF DUTIES:** The Warehouse Worker will fill and distribute food orders to eligible households on a daily basis and be accountable for food items issued and unload trucks sent into the Food Distribution Warehouse. Specific duties include, but are not limited to the following:

1. Must provide excellent customer service to clients.
2. Responsible for filling food orders accurately on distribution days.
3. Monitor food items issued daily.
4. Assist in loading food items for recipients when needed.
5. Stack and store food items properly.
6. Assist in keeping daily, weekly, and monthly inventory.
7. Assist in cleaning warehouse daily.
8. Assist with delivery service to the elderly and homebound monthly.
9. Must attend mandatory meetings and participate in trainings.
10. Other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Normal office setting within a large warehouse for storage capacity. Continuous contact with clients and other staff.
2. **External:** Frequent contact with clients that are in need of home deliveries and with Tribal Center staff.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Food Distribution Director

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

**I. EXPERIENCE:** Experience and knowledge of inventory accountability preferred. Prior experience with certification and distribution of food preferred. Must have a valid Wisconsin Driver's license and be insurable.

**J. SKILLS:** Forklift experience desired, ability to work with clients with varying cultural, economic and social backgrounds.

