



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Warehouse Worker (Part Time)
SUPERVISOR: Food Distribution Director
LOCATION: Food Distribution Program
POST DATE: November 26, 2024
CLOSING DATE: December 10, 2024

General Description: The primary responsibility of this position is to assist with the ordering of food items, inventory, processing customer orders, picking, packing, and delivering orders and maintaining the warehouse inside and out.

Qualifications: High School Diploma or equivalent is required. Wisconsin Driver's License and liability insurance is preferred. Experience and knowledge of inventory accountability preferred. Prior Experience with certification and distribution of food preferred.

Salary: \$17.00/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 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: Warehouse Worker

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. Process and pack orders accurately for pickup and delivery.
2. Receive and process warehouse products. (unload, label, properly store)
3. Maintain inventory and regularly rotate and update.
4. Keep a clean, safe, and organized working environment (indoor and outdoor)
5. Operate and maintain warehouse vehicles and equipment.
6. Complete necessary program logs daily, and report discrepancies.
7. Inspect warehouse daily and report any issues to the supervisor.
8. Collaborate with co-workers, supervisors, and customers for a smooth workflow.
9. Stay up to date and follow best practices.
10. Must attend mandatory meetings and participate in trainings.
11. 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. Valid Wisconsin Driver's license and liability insurance is preferred.

J. SKILLS:

1. Forklift experience desired, or certification.
2. Ability to work with clients with varying cultural, economic and social backgrounds.

