

YUOK TRIBE JOB DESCRIPTION

Warehouse Worker

Job Title:	Warehouse Worker	Job Code:	2/3/4
Department:	Social Services Food Distribution Program	Location:	Crescent City
Reports To:	Food Distribution Coordinator	FLSA Status:	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range:	\$11.62/\$12.68/\$14.22		

POSITION SUMMARY:

You will be under the direct supervision of the Food Distribution Coordinator. Incumbent is responsible for overall functions of the fresh fruits and vegetables, warehouse operations and functions and "tailgate" distribution services. You will be ordering and receiving fresh fruit and vegetables on a weekly basis. Keep the office clean.

DUTIES AND RESPONSIBILITIES:

1. Order and receive shipments of fresh fruit and vegetables on a weekly basis.
2. Accepts and checks accuracy of all commodities shipped to the program.
2. Stocks commodities and arranges inventory to ensure first in first out procedures are followed as well as distribute and stock fresh fruit and vegetables.
3. Assist in "tailgate" distribution operation.
4. Drives the delivery truck and manages the delivery site for the "tailgate" distribution services.
5. Certifies eligibility of households at the warehouse and "tailgate" distribution sites when needed.
6. Responsible for cleanliness and maintenance of delivery truck in accordance with the Policies for the use of Tribal Vehicles.
7. Keeps a log of travel, deliveries, and truck maintenance.
8. Operate forklift.
9. Assist in office duties when needed including answering telephones.
10. Computer data entry.
11. Keep office clean and orderly.
12. Performs other duties as assigned necessary to meet the needs of the organization.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

1. Valid California driver license, clean driving record and must have insurance.
2. Must be in good health to meet physical requirements of position, i.e. bending, stooping, lifting fresh fruit and vegetables, and commodities up to 50 lbs.
3. Knowledge of basic computer skills including inventory management, word processing software.
4. Knowledge of basic math skills.

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5. Must have the ability to establish and maintain a cooperative working relationship with the community.
6. Must be able to follow both verbal and written instructions.

EDUCATION/EXPERIENCE:

Minimum requirement is three (3) months of general experience. General experience is any type of work that demonstrates the applicant's ability to perform the work.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background check.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
7. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

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Employee Signature

Date

Employee #

Supervisor Signature

Date