# YUROK TRIBE JOB DESCRIPTION

## Warehouse Worker

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Warehouse Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Grade:</td>
<td>3/4</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Location:</td>
<td>Crescent City</td>
</tr>
<tr>
<td>Department:</td>
<td>Client Services Department</td>
</tr>
<tr>
<td>Division:</td>
<td>NER-GERY ‘Oohl’, Helping Yurok People - Health &amp; Human Services</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Food Distribution Coordinator</td>
</tr>
</tbody>
</table>

**Salary Range:** $17.04-$22.23/

**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.
3. Stocks commodities and arranges inventory to ensure first in first out procedures are followed as well as distribute and stock fresh fruit and vegetables.
4. Assist in “tailgate” distribution operation.
5. Drives the delivery truck and manages the delivery site for the “tailgate” distribution services.
6. Certifies eligibility of households at the warehouse and “tailgate” distribution sites when needed.
7. Responsible for cleanliness and maintenance of delivery truck in accordance with the Policies for the use of Tribal Vehicles.
8. Keeps a log of travel, deliveries, and truck maintenance.
10. Assist in office duties when needed including answering telephones.
12. Perform 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.
YUROK TRIBE JOB DESCRIPTION  
Warehouse Worker

3. Knowledge of basic computer skills including inventory management, word processing software.
4. Knowledge of basic math skills.
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:

- All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Must be able to lift 50 pounds.
- Must possess a valid California Drivers License with a clean driving record per Yurok Tribe’s Vehicle Use Policy.