



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Warehouse Worker		
<b>JOB GRADE:</b>	3/4	<b>REPORTS TO:</b>	Food Distribution Coordinator
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Crescent City
<b>DEPARTMENT:</b>	Client Services	<b>DIVISION:</b>	Health and Human Services
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$17.04-\$22.23/\$18.15-\$23.68		

### **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 trucks in accordance with the Policies for the use of Tribal Vehicles.
8. Keeps a log of travel, deliveries, and truck maintenance.
9. Operate forklift.
10. Assist in office duties when needed, including answering telephones.
11. Computer data entry.
12. Keep the office clean and orderly.
13. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. Candidates with equivalent combinations of education, training and experience will be considered.

### **SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position.

### **MINIMUM QUALIFICATIONS:**

1. 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.
2. Knowledge of basic computer skills including inventory management, word processing software.
3. Knowledge of basic math skills.
4. Must have the ability to establish and maintain a cooperative working relationship with the community.
5. Must be able to follow both verbal and written instructions.

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6. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

### **CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe’s Drug and Alcohol 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 investigation and fingerprint clearance.

### **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.

### **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.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

### **VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date