



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>Warehouse Worker for FDPIR/CSFP</b>	<b>Open Date:</b>	<b>September 10, 2020</b>
<b>Program:</b>	<b>Food Distribution</b>	<b>Close Date:</b>	<b>September 17, 2020</b>

**Position Objective: Perform an array of functions that may include receiving incoming shipments, stocking, rotating stock, filling and packing orders, deliveries, organizing and retrieving stock in the warehouse.**

**Major Duties & Responsibilities**

- Assist with daily operations of warehouse, receiving unloading trucks and checking quality of products.
- Prepare deliveries and deliver to elderly homebound clients.
- Maintain inventory controls, assists with inventory process.
- Maintain a safe and clean work environment by keeping shelves, pallet areas, works stations neat, sweep, mop, dust and keep warehouse and store area and exterior areas clean at all times.
- Custodial duties, sweeping, mopping, dusting, vacuuming, regular cleaning, etc.
- Must be able to operate a forklift, lawnmower and snow blower and follow safety guidelines.
- Efficient communication skills, reading and writing skills and be able to work in freezers and coolers.
- Assist with the maintenance of grounds, building, vehicles and equipment.
- Assist with deliveries to designated households.
- Ensure accurate distribution to FDPIR clients.
- Ensure accurate distribution of CSFP for clients.
- Work independently and other duties as assigned.
- Must be responsible, provide good customer service skills and willing to work 40 hours week.
- Willing to work without a cell phone during work.

**Qualifications, Experience and Education Required:**

- High School Diploma or GED.
- 1-2 years of previous warehouse experience preferred.
- Must be able to read, understand and clearly follow directions.
- Willing to attend training if necessary.
- Must be proficient of standard computer applications and checkout processes.
- Ability to work effectively, independently or cooperatively with others.
- Maintain professionalism and confidentiality.

- Understanding of FIFO, warehouse and inventory processes.
- Will be available to work up to **40 hours per week**.
- Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.

**Physical Demands and Abilities:**

- Regularly lift and/or move objects 10-60 lbs. or more.

<b>Job Role:</b>	<b>Warehouse Assistant</b>	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full Time	<b>Supervision</b>	No
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:NDeMarce@spiritlakenation.com">NDeMarce@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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