ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department
909 Packerland
Green Bay, WI 54303

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
http://oneida-nsn.gov

POSITION TITLE:	Apple Picker/Orchard Worker **(Labor Pool)**
POSITION NUMBER:	Apple Picker – 01487 / Orchard Worker - 00463
DEPARTMENT:	Apple Orchard
LOCATION:	3679 West Mason Oneida WI
DIVISION:	Enterprise
RESPONSIBLE TO:	Produce Supervisor
SALARY:	Apple Picker NE01 $7.25/Hr plus $.25 per bushel picked
	Orchard Worker NE03 $7.53/Hr
	(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	June 16, 2014
CLOSING DATE:	Ongoing Recruitment
Proposed Start Date:	Applicants will be placed on a labor pool and notified as positions become available.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Produce Supervisor, is responsible for harvesting apples. May assist with other duties within the Agriculture Department. Hours vary depending on ripening of crop and weather. This position is subject to lay-offs and recalls depending on the needs of the apple orchard. This is an agriculturally exempt position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Harvest the Apple Crop and place in storage building.
2. Grade and pack apples.
3. Harvest pumpkins, squash and other agriculture crops.
4. Prune trees.
5. Plant, maintain, and harvest field crops.
6. Operate tractor, chain saw, apple grader, and pruner.
7. Contributes to a team effort and accomplishes related results as required.
8. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
9. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
10. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand and/or walk a full eight (8) to ten (10) hour shift each day; bend/stoop, squat, balance, kneel, push/pull; carry up to fifty (50) pounds and repetitively move both hands.
2. Occasionally climb heights utilizing ladders, reach above shoulder level, lift up to sixty (60) pounds and use both feet to operate foot controls.
3. Work is generally performed indoors and an agricultural outdoors setting with a moderate noise level.
4. Exposure to natural weather conditions, high and low temperatures, various dusts and mists, and normal debris and hazards common at farm sites may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground. Exposure to potential allergies such as bee stings may occur.
5. Ability to be on-call and willing to work various shifts.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Skill in manual dexterity and/or excellent eye-hand coordination.
2. Skill in customer/client relation.
3. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
4. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
5. Must be willing and able to obtain additional education and training.
6. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
7. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
8. **ORCHARD WORKER ONLY:** A valid driver's license. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge and experience driving a tractor.
2. Apple picking and agricultural experience.
3. Experience using a chain saw, apple grader, and pruner.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be 18 years of age or older.
2. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**