

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
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

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

A good mind. A good heart. A strong fire.

POSITION TITLE: Produce Assistant
POSITION NUMBER: 01685
DEPARTMENT: Apple Orchard
LOCATION: 3679 W. Mason St Oneida WI
DIVISION: Enterprise
RESPONSIBLE TO: Produce Supervisor
SALARY: NE3 \$11.58/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: July 31, 2018
CLOSING DATE: Until Filled
Transfer Deadline: August 7, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

Assist in the operation of the retail store, setting up displays, stocking and restocking shelves, and keeping accurate up-to-date records of daily sales to include assisting in inventory. Assist in the field and orchard preparing, and harvesting crops to include apples, squash, pumpkins, etc. This is an agriculturally exempt position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in the operation of the retail store, setting up displays, assisting with inventory, recording each sale and keeping accurate, up-to-date records of daily sales.
2. Assist in cleaning, safety compliance and restocking shelves.
3. Grade apples, inspecting for bruises, maturity and improper harvesting defects.
4. Operate cash register and credit machines.
5. Assist in preparing crops for harvest as needed. May weed, cultivate, hoe, operate weed eater, rotor till and tractor to harvest all crops.
6. Drive or operate farm equipment to plow plant or harvest crops.
7. Perform data entry of inventory into the computer as needed.
8. Recognize the importance of detailed protocols and records to research.
9. Answer and screen incoming calls and correspondence; determine purpose of calls, and forward calls to appropriate personnel, ensuring professional telephone etiquette.
10. Receive, sort, log, and route mail.
11. Maintain safe and proper use of, storage bins, tractors, and PTO driven equipment, chain and belt driven equipment, loaders and monitoring systems.
12. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
13. Contribute to a team effort and accomplishes related results as required.
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15. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
17. 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.

JOB DESCRIPTION

Produce Assistant

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, bend/stoop, squat, and stand and walk a full eight (8) hour or more work day. Occasionally crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry up to fifty (50) pounds.
2. Employee is required to use of both feet and hands for repetitive movement, operating foot controls, simple and firm grasping.
3. Work is generally performed indoors and an agricultural outdoors setting with a moderate noise level. 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.
4. Must be able to work long hours with a seven (7) day workweek including holidays as the workload dictates.
5. 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. Knowledge in retail produces sales, harvesting crops, and agriculture and/or apple orchards.
2. Knowledge and ability to drive and properly operate: heavy tractor, disc, and other heavy field equipment.
3. Knowledge and ability to safely operate and work on, near, or around: chain saws, weed eaters, roto tillers, and other small equipment.
4. Skill in customer service.
5. Ability and willingness to work with a wide variety of people in a friendly and courteous manner.
6. Ability and willingness to perform agricultural activities.
7. Ability to communicate effectively in the English language both verbally and in writing.
8. Ability to follow directions and work independently.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation Drug and Alcohol-Free Workplace Policy during the course of employment.
12. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation 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 Nation Gaming Division.
13. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. One (1) year of experience in agricultural activities.
2. Previous working experience in an apple orchard.
3. Previous experience operating a cash register.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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