

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

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



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

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Food Processing Operator
POSITION NUMBER: 02995
DEPARTMENT: Oneida Cannery
LOCATION: N7210 Seminary Rd Oneida WI
DIVISION: Internal Services
RESPONSIBLE TO: Division Director
SALARY: NE5 \$14.01/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 29, 2018
CLOSING DATE: December 15, 2018
Transfer Deadline: December 6, 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

Provide information to the community regarding food processing and preservation. This position provides safe and appropriate food processing procedures. Provides training for community outreach. Incumbent must be able and willing to work flexible hours during canning season to include evenings and weekends. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Operate and maintain Cannery equipment, pressure cookers and small appliances, reporting any faulty equipment.
2. Process foods according to FDA regulations.
3. Maintain food processing records and recording charts to ensure correct time and temperature is followed.
4. Assist clients and customers in proper food preparation for canning, drying and freezing. Schedule appointments for individuals for processing foods.
5. Ensures safety across all aspects of food processing, including inspection of production supplies, equipment and processes. Wash and sanitize all equipment and cooking areas.
6. Use proper procedures and methods for canning and food preservation
7. Unpack and date purchased food supplies and place in assigned area.
8. Support the processing of all food orders, recording weekly production needs and activities.
9. Give tours and provide information regarding processing and preservation to of the Cannery to students and visitors when requested.
10. Learn to use the cash register and startup monies at the beginning and ending of shift as outlined by department Standard Operating Procedures. Reconcile and verify weekly production and sales activities.
11. Provide excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
12. Contribute to a team effort accomplish related results as required. Work in other areas when needed to support Food Connect activities.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. 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
Food Processing Operator
Page 2

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, bend/stoop, squat, reach above shoulder level, push/pull, carry up to thirty (30) pounds and lift to fifty (50) pounds with assistance. Occasionally climb heights and reach above shoulder level.
2. Work is generally performed in a food processing setting with a moderate noise level. Exposure to heat and steam may occur.
3. Must be able to work flexible hours during the canning season to include evenings and weekends.
4. 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 of or the ability/willingness to learn about the Oneida Nation, its history and culture and integrate into work.
2. Knowledge and experience operating a cash register.
3. Skill in customer/client relations.
4. Ability to operate and maintain pressure cookers and all other cannery equipment.
5. Ability to keep accurate, up-to-date records.
6. Ability to work independently and assume responsibility.
7. Ability to deal with the public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
8. Must be willing to attend Acidified Food Processing Training and Master Food Processing Certification Class within one (1) year.
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's 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's Gaming Division.

PREFERRED QUALIFICATIONS:

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

1. Previous experience with presenting and personal computers.
2. One (1) year of experience in food preparation and/or food processing; an equivalent combination of education and experience may be considered.
3. Food Handlers certificate.

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.

ITEMS TO BE SUBMITTED:

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