

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.

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Warehouse Worker
POSITION NUMBER: 01463
DEPARTMENT: Food Distribution
LOCATION: N7360 Water Circle Pl. Oneida
DIVISION: Governmental Services
RESPONSIBLE TO: Warehouse 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: January 10, 2019
CLOSING DATE: January 17, 2019
Transfer Deadline: January 17, 2019
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

Under direct supervision of the Warehouse Supervisor, assist in the Warehouse as trained and instructed. This position is on a random call-in basis. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in unloading truck delivering USDA food.
2. Assist in manually receiving, counting, distributing and warehousing food in a FIFO (first in first out) fashion.
3. Assist in custodial duties to include cleaning work area.
4. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
5. Deliver food to the elders, disabled and in times of emergencies according to program rules.
6. Contribute to a team effort and accomplish related results as required.
7. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
9. 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 walk; bend/stoop and carry/lift up to thirty (30) pounds. Occasionally squat, push/pull and carry/lift up to fifty (50) pounds.
2. Work is generally performed in warehouse setting with a moderate noise level.
3. 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 customer/client relations.
2. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity.
3. Ability to establish and maintain productive working relationships with staff is required.
4. Ability to be dependable, possess initiative, be self-motivated and able to work independently with minimal supervision.
5. Ability to operate standard office equipment to include but not limited to; typewriter, calculator, copy and fax machine.

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STANDARD QUALIFICATIONS(Cont.):

6. Ability to be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy maturity and patience.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
10. 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.
11. A valid, non-probationary driver's license or occupational driver's license is 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 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 warehouse experience.

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.**