

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

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

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

Phone: (920) 496-7900
Fax: (920) 496-7490

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Pantry Assistant (HT/20 hours per week)
POSITION NUMBER: 03023
DEPARTMENT: Food Pantry
LOCATION: N7372 Water Circle Pl. Oneida
DIVISION: Internal Services
RESPONSIBLE TO: Food Pantry Manager
SALARY: NE03 \$11.58/hr
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 14, 2019
CLOSING DATE: May 21, 2019
Transfer Deadline: May 21, 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

This position will assist the Food Pantry Manger with daily warehouse operations, data processing, maintenance and cleanliness of warehouse. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in inventory tracking, receiving, warehousing, stocking, and the distribution of food.
2. Assist clients with transporting food to their vehicles.
3. Assist in unloading of food donation or purchases.
4. Assist with electronic record keeping including client intake, food tracking, volunteers, and monthly reporting.
5. Assist and coordinate operational donation route pickups.
6. Assist in recording food weight that have been distributed to clients.
7. Assist in keeping warehouse files up-to-date.
8. Assist in custodial duties to include cleaning interior work areas as well as surrounding outside areas in accordance with Oneida Nation Safety and Sanitation regulations.
9. Assist in recycling and shredding as needed.
10. Assist with Volunteer jobs, duties and responsibilities.
11. Contribute to a team effort and accomplish related results as required.
12. Safely operate a pallet jack to move pallets and food boxes.
13. Assist with completion of all required warehouse reports including inventory.
14. Attend training sessions recommended by Food Pantry Manager or the Oneida Nation to update and improve Pantry warehouse procedures.
15. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
16. Adhere to all food safety and handling regulations.
17. In the absence of Food Pantry Manager handle all day to day operations.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

JOB DESCRIPTION

Pantry Assistant

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DUTIES AND RESPONSIBILITIES: (cont.)

20. 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.
2. Occasionally squat, push/pull and carry/lift up to fifty (50) pounds.
3. Work is generally performed in warehouse setting with a moderate noise level.
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 business English, proper spelling, grammar, punctuation, and basic math.
2. Knowledge of mechanical skills necessary to complete routine maintenance work.
3. Skill in operating database software programs in a Windows environment, includes word and excel.
4. Ability to establish and maintain productive working relationships with staff.
5. Ability to be dependable, possess initiative, be self-motivated and able to work independently with minimal supervision.
6. Ability to operate standard office equipment to include but not limited to; computer, calculator, copy and fax machine.
7. Ability to be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy maturity and patience.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
11. 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.
12. 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 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 or food handling experience or a combination of both.
2. Knowledge of proper food handling safety and procedures.
3. Knowledge of Microsoft Suite specifically word and excel.

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 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.**