



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Warehouse Assistant

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Warehouse Assistant**
Supervisor: USDA/Food Distribution/Food Bank Program Manager
Location: Quileute Commodities/Food Bank Warehouse, La Push, WA
Work Info: Full Time: 40 (Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

This position administers activities and services of the Quileute Food Bank and the United States Department of Agriculture (USDA) Food Distribution Program on Indian Reservations (FDPIR). Additional oversight is provided by USDA's Food & Nutrition Services/Western Region in San Francisco, CA. The FDPIR provides program benefits to eligible individuals in the service area. General duties of the Food Bank Warehouse Assistant include promoting the general welfare of the Quileute Tribe's low-income population by improving nutrition information and food availability for eligible individuals and families living in the service area determined by the USDA.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Answer phones, and greet/assist participants in a professional and friendly manner
- Warehouse maintenance, and inventory
- Deliver orders to homebound participants
- Pick up food products from partner agencies
- Participation in training, webinars and certification duties and travel to USDA/FDPIR conferences
- Foster good working relationships and services for community members.
- Drive a forklift.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to lift 50 pounds
- Ability to move orders and stock shelves
- Drive a forklift, or be willing to learn to drive one.
- Pick up food in a cargo van from partner agencies.
- Must have excellent customer service skills, be able to maintain records, and must be able to maintain confidentiality
- Must possess a valid WA state driver's license and be able to drive a cargo van

WORK ENVIRONMENT:

Work setting is in a warehouse with a walk-in cooler and outdoor freezer

PHYSICAL DEMANDS:

Ability to lift 50 pounds

QUALIFICATIONS:

Required Qualifications:

- High school diploma or GED is required.
- Must possess a valid Driver's License, and an excellent driving record
- Ability to lift 50 pounds
- Willingness to be certified to drive a forklift
- Must be capable of handling sensitive issues in an unbiased, confidential, and compassionate manner.
- Must have effective verbal and written communication skills, be able to explain complicated information in lay terms and work well with many different personalities and age groups.
- Must be reliable, punctual and possess excellent time management skills.
- Possess excellent customer service skills
- Have an understanding of Quileute culture and the La Push community.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.