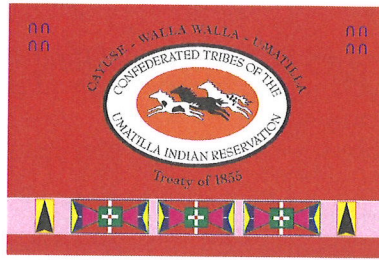


**FDPIR CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Food Distribution on Indian Reservation Program (FDPIR)
Warehouse Coordinator

SALARY: Range 6
\$37,157.041 to \$42,278.16 annual DOE/DOQ

DEPARTMENT: Department of Children & Family Services

LOCATION: Food Distribution Building 46678 Totki Road, Mission, OR 97801

EMPLOYMENT STATUS: Full Time with benefits package
Background check required
Non-Exempt
(*This is a grant funded position and is contingent upon grant funding.*)

SUPERVISED BY: Food Distribution Program Coordinator

OPENING DATE: August 23, 2023

CLOSING DATE: Open Until Filled; review of complete applications on September 6, 2023

CTUIR MISSION STATEMENT:

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES:

The Warehouse Coordinator is responsible for the management and maintenance of the Food Bank Warehouse, ensuring a clean, safe, and organized environment and a well-stocked food supply to benefit customers of the CTUIR-FDPIR program. Also, responsible for the daily transportation and inventory of donated food, and maintenance and safe handling of the vehicles, machinery, and tools used in the course of daily business. Represents the agency in the community and among donors and suppliers.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

Warehouse Management

- Maintain a clean, well-organized, and safe arrangement and storage of food items in the food bank warehouse.
- Inspect product donations to ensure that safety and sanitation standards are met.
- Store refrigerated and frozen products in appropriate areas in cooler and freezer with identifying tags and dry product is put in proper location.
- Have working knowledge of warehouse practices and pertinent manuals and materials related to food bank operations.
- Rotate warehouse items as appropriate.
- Ensure warehouse equipment, vehicles and facilities are in good working order; conduct or schedule preventative maintenance on vehicles, as needed and comply with ODOT regulations and maintain proper vehicle logs on a regular basis.
- Assure cleanliness of equipment, vehicles and entire warehouse.
- Ensure all food storage areas meet health code requirements and receive excellent ratings on health inspections.
- Observe safety practices while in the warehouse as well as operating warehouse equipment including, but not limited to, the forklift and delivery vehicles. Alert FDPIR Program Manager of unsafe conditions/practices.
- Train, coordinate schedules and monitor warehouse volunteers.
- Ensure the safety of all persons entering and departing the warehouse.
- Ensure the training and adherence of safe practices by all staff, volunteers and agency representatives working in or visiting the food bank warehouse.
- Maintain all current licenses, certifications and medical cards in accordance with State and Federal mandated requirements.
- Assure compliance with safety standards, OR Department of Health, ODOT and OR Dept. of Agriculture regulation and with all warehouse operations standards.

Food Handling

- Coordinate the pickup, unloading, and proper storage of donated foods from food drives, stores, restaurants, gleaning (post-harvesting) and other entities.
- Drive truck / van to pick up donations from stores and organizations in a timely manner.
- Develop and implement efficient delivery schedules and routes.
- Receive donated food; weigh and record receipt of food, sort and eliminate food items unfit for distribution to clients.

Recordkeeping

- Maintain records and inventory and prepares reports as required.
- Ensure inventory information is accurate, reliable and accessible, spot check inventory monthly.
- Notify FDPIR Program Manager of any risk for shortages or inadequate supply to meet client needs.
- Prepare documentation for shipping, receiving, unloading, and warehousing of product, as defined by policies and procedures, and ensure accurate computer entry of inventory data to ensure uniformity and quality to maximize efficiency and provide accurate and detailed reports.
- Maintain accurate records of vehicle operations and maintenance on a daily basis.
- Record fuel usage as well as miles/time data as required by food bank and other regulatory entities.

Customer Service

- Maintain positive relations with agencies, food bank staff, donors and volunteers to foster continued support and a professional working relationship.
- Provide excellent customer service to agency customers.
- Promote team culture in all working relationships with staff and volunteers.
- Work with volunteers when assigned to do so and provide those volunteers with guidance as needed.

SUPERVISORY AUTHORITY:

Supervision of the Warehouse Assistant

SIGNATORY AUTHORITY:

Timesheets

ACCESS TO SENSITIVE AREAS:

File and storage areas

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High school diploma/GED or Associates Degree in General Studies.
2. Two years related work experience in a similar position.
3. A combination of post-secondary education and related work experience that totals a minimum of four years (combined) may be considered in lieu of an associate degree.
4. Must be able to work 37.5 hours/week; Monday through Friday. Flexibility to work some evenings/weekends.
5. Demonstrated ability to operate forklift and other warehouse equipment; a minimum of one year preferred.
6. Willing to train in the Integrated Food Management System (IFMS).
7. Knowledge of safe food handling/storage, product rotation and warehousing best practices.
8. Demonstrates dependability, service attitude, and strong organizational skills.
9. Strong math and written communication skills and able to interface with internal and external customers.
10. Ability to work in a team environment.
11. Computer skills including Internet and Microsoft Office applications (Word, Excel) and internet-based applications.
12. Works well independently with minimum supervision in determining most efficient and cost-effective methods to conduct warehouse operations and transportation services.
13. Knowledge of warehouse operations, practices, procedures and standards.
14. Positive attitude and ability to handle multiple tasks simultaneously.
15. Excellent interpersonal and relationship skills
16. Ability to supervise a diverse group of volunteers.
17. Experience working with volunteers and/or clients from diverse backgrounds.
18. Must have a valid Driver's License and meet tribal insurance requirement. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.
19. Ability to operate a commercial vehicle (semi-truck)

PHYSICAL DEMANDS:

1. Frequent lifting and bending; full range of motion in lower and upper extremities and use of back; long periods of standing.
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift and/or move items weighing up to 70 pounds consistently and to push/pull pallet items that may weigh up to 1,800 pounds.

5. Must be able to withstand temperature changes from repeated exposure to cold while working with inventory in walk-in refrigerator and freezer.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

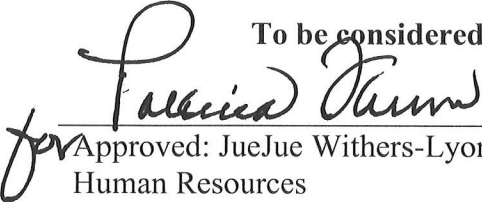
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

 Approved: JueJue Withers-Lyons, Assistant Director, Office of
Human Resources

8/23/2023
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

