

## CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION



### 2025 SUMMER YOUTH PROGRAM POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Food Truck Park Assistant
<b>SALARY:</b>	\$12.55- \$15.00 per hour/ DOE
<b>DEPARTMENT:</b>	Nixyáawii Community Financial Services
<b>PROGRAM:</b>	Development Services
<b>LOCATION:</b>	Nixyáawii Community Financial Services Mission, OR
<b>EMPLOYMENT STATUS:</b>	Summer 2025, Seasonal/Special Projects
<b>SUPERVISED BY:</b>	Development Services Project Coordinator/Food Truck Park Manager
<b>LENGTH OF EMPLOYMENT:</b>	July 1- August 15, 2025
<b>WORK SCHEDULE:</b>	Monday – Friday   7:30 AM- 4:00 PM

#### GENERAL STATEMENT OF DUTIES

The Food Truck Park Assistant will assist with basic operations, including cleaning the park areas, helping with food trailer set-up, and interacting with vendors and customers. You'll be introduced to the basics of running a business and help with daily office tasks, like organizing files, answering phones, and gain experience using standard office technology. This position offers experience in customer service, food handling, and cash management.

#### WHAT TO EXPECT

Expect to work indoors and outdoors and learn what it takes to run a food-related business. You'll gain experience supporting the Food Truck Park's day-to-day operations and learn about the business side of the food industry. This job is a good fit if you're interested in small business, customer service, or the food industry. Strong communication skills and a team mindset will help you succeed. This position is unique because the NCFS Food Truck Park is new to the Tribal community.

Food Truck Park Assistant  
2025 Summer Youth Employment Program

### **DUTIES & RESPONSIBILITIES**

- 1) Dress appropriately for different work experiences and activities.
- 2) Report to work on time/prepared each day and follow a daily schedule.
- 3) Learning about Food Truck Park operations including collection of monthly leases, client requests, and input on operational expenses.
- 4) Processing purchase requisitions and purchase orders.
- 5) Provide guests with fast and friendly customer service.
- 6) Stocking supplies and assisting with equipment inventory and management.
- 7) Learn basic knowledge of site infrastructure utility locations and shut-off protocols.
- 8) Maintain a clean, safe, and welcoming environment. This includes tasks like trash, yard debris, and weed removal.

### **BASIC SKILLS & INTERESTS**

- 1) Interest in business, financial services, or the food-service industry.
- 2) Basic computer and phone skills for reports.
- 3) Demonstrate effective communication skills.
- 4) Must be able to follow safety protocols and meet expectations.
- 5) Demonstrate good customer relations with Food Truck Patrons, tenants, vendors, business owners, contractors, or community partners.
- 6) Ability to maintain a positive attitude in stressful situations.
- 7) Desire to build communication, teamwork, and problem-solving skills.
- 8) Basic organizational and self-management skills.

### **PHYSICAL DEMANDS**

- 1) Ability to sit, stand, and walk for extended periods.
- 2) Ability to lift/carry up to 30 lbs.
- 3) Ability to work outside in different types of weather conditions.

### **EMPLOYER REQUIREMENTS & PREFERENCES**

- 1) Have interpersonal skills and be comfortable speaking to various people one-on-one or in groups.
- 2) Comfortable with using different technology and devices, or willing to learn.
- 3) As tasks build on each other throughout the summer, you must plan to be present for the duration of the position.
- 4) Active participation in daily activities like community outreach, learning operating systems, attending training/workshops, and fieldwork.
- 5) Must follow safety protocols and meet expectations.
- 6) Basic computer skills and familiarity with standard computer software.
- 7) Exhibit professional demeanor.
- 8) Treat others with respect at all times.