



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Erickson

Job Announcement

Position: Food Shelf Stock Team Member/Delivery Driver
Location: Naytahwaush
Pay: \$18.52 Per Hr.

Benefits: Full

Open: 09/29/25
Close: 10/13/25
Status: Full Time

This position is responsible for stocking and recording inventory and delivery of food shelf foods to individuals and community sites. Must keep work environment safe and organized Responsible for providing housing outreach services to homeless individuals.

Position Outcomes:

- Unloads food products from loading dock to storage area to stock inventory
- Maintains daily activity and inventory records.
- Delivers food to Elders and disabled persons.
- Other duties as assigned.

Knowledge, Skills, and Abilities Required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Human Services Department.
- Knowledge of the demographics and geography of the White Earth Reservation, culture, history, and lifestyle.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Skilled in basic mathematics to maintain inventory.
- Ability to use food shelf scanning equipment.
- Ability to maintain accurate records.
- Ability to operate industrial forklift and other warehouse equipment.
- Ability to obtain OSHA safety certificate to operate forklift and industrial truck.
- Ability to work cooperatively within a group to make the group successful and effective.
- Ability to communicate both orally and in writing.
- Ability to maintain confidentiality.
- Ability to maintain sanitary store/warehouse atmosphere and upkeep of facilities.

Qualifications Required:

- High School diploma or GED
- Valid Driver's license and insurance for travel between sites and/or other related business.
- Must pass background criminal background checks and drug screening.
- Ability to obtain OSHA safety certificate to operate forklift.

Mail Applications to: White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference, A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment