



WHITE EARTH RESERVATION

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

Job Announcement

Position: Warehouse Worker
Location: Food Distribution
Pay: \$18.52 /hr.

Benefits: Full

Open: 04/01/25
Close: 04/15/25
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the storage, distribution and inventory of commodity foods.

Position Outcomes:

- Scans food from checkout-counter
- Packs Groceries and carries out for those in need.
- Unloads food products from loading dock to storage area to stock inventory.
- Conveys foods by forklift or industrial truck to storage area.
- Examines, sorts and records inventory.
- Sets up warehouse for efficient storage and rotation of commodity foods.
- Maintains daily activity and inventory records
- Verify inventory records to physical count and adjustments of nutrition or damage product.
- Monitors refrigeration units for proper temperature.
- Delivers foods to shut-in customers
- Pre-packs groceries from the warehouse to customer's homes.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- 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 White Earth Reservation demographics, culture, history, and lifestyles.
- Skilled in basic mathematics to maintain inventory.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- 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 warehouse atmosphere and upkeep of facilities.

Qualifications:

- **Highschool diploma or GED.**
- **Valid Driver's License and insurance for travel between sites and other related business.**
- **Must be able to pass a criminal background check and drug screening.**

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.