

CHEYENNE RIVER SIOUX TRIBE
FOOD DISTRIBUTION
WAREHOUSE AIDE

DESCRIPTION OF WORK

General Statement of Duties: The Warehouse Aide will be responsible for assisting with all warehousing and distribution duties within the Food Distribution Warehouse.

Supervision Received: This position will be under the direct supervision of the Warehouse Supervisor and under the indirect supervision of the Program Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Assist with unloading of all incoming trucks and loading of all outgoing (Home Delivery) trucks. Warehousing/storage of all incoming foods as per federal (FNS & USDA) regulations and accepted storage practices: First-In/First-out, etc.

Stock and restock all foods in distribution area daily and as needed.

Distribute food items to participants as per established FNS/USDA Guide rate for household' size.

Report all inventory differences to Director or Warehouse Supervisor for records and document all damages.

Report all changes, refusals or substitutions in distribution to Warehouse Supervisor for immediate adjustment on AIS computer for 152 reports.

Complete accurate inventory of selected food items when necessary and assist in a complete physical inventory at the end of each month.

Check-off food items when issued for accuracy and obtain customer signature.

Provide carry out services to handicapped, elderly and others requiring this service, and assist with home deliveries.

Provide custodial services within the warehouse and outside areas on a regular basis.

Assist with all special projects assigned to the Food Distribution Program and all emergencies and/or disaster situations.

Required to do heavy lifting and perform tasks that require long periods of standing and walking.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have basic math skills and be good with numbers. Must have good communication skills. Must be self-motivated and demonstrate the ability to effectively and efficiently perform the job productively.

Education: Must be a High School graduate or have a GED certificate.

Experience: Warehouse work preferred; however, it is not required.

Special Requirements: Required to have a valid SD driver's license, or be able to obtain one within 90 days of employment. Must be in good physical condition. Will be required to obtain a physician's statement of clearance to perform physical labor. This position requires heavy lifting (50 lbs. or more); a physical is required.

Revised Date: 03.24.2015