



Employee Job Description		
Position Title: Warehouse Assistant		
Position ID #		
Facility: Food Distribution		
Job Family: Food Distribution	Comp Grade: \$13.00 (F1- \$14.05)	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

Assisting the Warehouse Supervisor in the day-to-day operations, cleaning, and general maintenance of the food warehouse, as well as prepare and deliver orders to clients.

Essential Functions:

Cleaning and general maintenance of the warehouse, filling and delivering client orders, relaying information regarding warehouse stock to fellow employees.

Warehouse Assistant Job Duties:

- Filling client orders
- Loading orders into vehicles
- Delivering orders in coordination with the Certifier Program Supervisor and Warehouse Supervisor
- Cleaning and maintenance of warehouse and immediate outside area
- Loading and unloading of food stock deliveries
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Warehouse Coordinator; Certifier Program Supervisor

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: Typical Warehouse Environment-

- Requires sitting with periodic standing and walking.
- May be required to lift up to 80 pounds.
- Requires use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Requires off-site travel.
- Requires use of machinery (pallet jack, forklift).

Minimum Qualifications:

- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Needs commitment to timeliness and attention to detail for acceptable customer service.
- Clean driving record and valid driver's license

Preferred Qualifications:

- Forklift certification
- Previous food handling experience

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.