



Employee Job Description		
Position Title: Food Sovereignty Treaty Rights Fleet Apprentice		
Position ID #		
Facility: Food Sovereignty Building		
Job Family: Education Department	Comp Grade:	Status: 20 Hours - TEMP

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:

This position reports to Higher Education/ Community Development Coordinator and is responsible for scheduling and coordinating the use of Food Sovereignty Building vehicles and treaty rights equipment.

Essential Functions:

Schedule the use of Food Sovereignty Treaty Rights equipment such as fishing boats, canoes, and other treaty rights equipment. Coordinating with St. Croix Tribal Education for the use of the facility to offer educational opportunities for community members and youth programs. Follow standard operating procedures (SOP) for the use, maintenance, and sanitation of the Food Sovereignty Building.

Food Sovereignty Apprentice Job Duties:

- Apprentice will assist in creating standard operating procedures (SOPs) for the use, maintenance, and sanitation of the Food Sovereignty Building's equipment, and fleet.
- Apprentice will ensure community members have signed waivers before utilizing facility equipment, educating community members on appropriate use.
- Apprentice will ensure community members have been added to the Tribe's Eligible Driver List before utilizing fleet vehicles, by communicating and coordinating with St. Croix Tribe Human Resources.
- Apprentice will haul boats and canoe trailers and schedule repair with St. Croix Tribal Construction Department.

- Apprentice will collaborate with St. Croix Tribal Education, St. Croix Tribal EPA/Natural Resources and Great Lakes Indian Fish and Wildlife Commission to provide food sovereignty, food processing, and Treaty Rights/Cultural related learning opportunities for community members and youth.
- Any other duties assigned by supervisor or Food Sovereignty Manager.

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:

- None.

Supervisory Responsibilities: None.

Directly Reporting to: Higher Education and Community Development Research/Recruiter

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with Food Sovereignty Building Staff, Community Members, St. Croix Tribal Education, other St. Croix Tribal Departments, Collaborating Higher Education Agencies and more.

Physical Demands/Environment Factors:

- Occasional lifting, standing, and walking.
- Interacting with youth, community members, Tribal Departments, and outside entities with professionalism.
- Potential contact with inclement weather.
- Occasional driving, hauling boats and canoe trailers.

Minimum Qualifications:

- Required - High School Diploma
- Required - A valid driver's license and insurable.
- Required - Must pass a UA and criminal background check.
- Required - Ability to park and maneuver trailers and other equipment.

Preferred Qualifications

- Proficient in use of Microsoft Word, Excel, Powerpoint, Outlook Email, etc.
- Demonstrated understanding of food safety procedures, developing SOPs or ability to take necessary training in these areas.
- Some educational background or 2+ years of work experience in the following areas: fleet management, facility management, or cultural teaching.

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.