



Employee Job Description		
Position Title: Warehouse Assistant		
Position ID #		
Facility: Food Distribution		
Job Family: Food Distribution	Comp Grade: \$13.00 (F-1 \$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:

The Warehouse Assistant position is to help the Warehouse Manager with everyday activities such as filling and delivering orders.

Essential Functions:

Help maintain the facility, help fill and deliver orders, be able to perform counts regularly with accuracy, maintain chain of command.

Warehouse Assistant Job Duties:

- Fill and deliver orders
- Keep up maintenance on facility
- Maintain positive relations with clients
- 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 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 Manager; Certifier/ Program Supervisor; Director

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 messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: Warehouse Demands

- Requires ability to regularly lift 50 lbs and over
- Work rapidly and precisely at times
- Able to physically handle demands

Minimum Qualifications

- MUST HAVE CLEAN DRIVING RECORD AND VALID DRIVERS LICENSE
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires ability to take direction and follow chain of command.
- 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.

Preferred Qualifications:

- Valid DL'S
- Clean driving record
- Ability to lift 50lbs

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

EEPID Employee Printed Name Employee Signature Date

Supervisor Printed Name

Supervisor Signature

Date

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.