



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Warehouse Clerk/Technician Assistant  
**DEPARTMENT:** Food Distribution Program (FDP)  
**SUPERVISION:** FDP Director  
**SALARY:** DOE  
**OPENING DATE:** December 21, 2020                      **CLOSING DATE:** January 7, 2021

### **POSITION SUMMARY:**

This position provides physical labor, warehouse maintenance, assists the staff in the implementation of the USDA practices and procedures. Position provides customer service to the Food Program participants and the program entirety. Will be under the authority of the staff of ESFDP. The Applicant will take direction from the Director, Clerk, and Warehouse Technician.

### **DUTIES AND RESPONSIBILITIES**

- Assist in the distribution of food to Clients, the restocking and receiving of food from the various vendors through the USDA food Distribution Program.
- Assist in the filing of paperwork, and other clerical duties as deemed necessary.
- The Warehouse Clerk/Technician Assistant will assist in the maintenance of the grounds which includes the mowing of the grass, snow, ice and gravel removal as deemed necessary, unload, stack and rotate food items.
- Will keep warehouse and surrounding areas free of trash, insects and rodents.
- Assists the Warehouse Technician in maintaining a log to keep track of damaged products for reporting purposes.
- Assures items are properly accounted for when received and unloaded.
- Must be able to operate and maintain equipment necessary for performance of job duties.
- Assist recipients to carry and load commodity food into/onto vehicles. May sometimes deliver to the handicap and elderly.
- May assist recipients in the application process, will guide recipients in gathering the necessary documentation for the application process.
- Performs other duties as assigned to maintain and enhance the operation of the program.

## QUALIFICATIONS:

- Must have a High School Diploma or GED.
- Must have knowledge of the Wind River Indian Reservation, community and residents.
- Must possess a valid Wyoming Driver's License and be insurable through the Tribes insurance.
- Shall be able to perform strenuous work activities such as lifting moving heavy objects up to 60 lbs. and work under various weather conditions and environments.
- Be able to understand and execute complex written and oral instructions
- Ability to exhibit a general working knowledge of clerical, and ware house procedures.

## APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume " for employment history must have the following the information listed on the resume:
  - Dates of previous employment
  - Reason for leaving previous employment
  - Hourly rate of previous employment.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [saragon@easternshoshone.org](mailto:saragon@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.