TITLE: Warehouse Clerk

DEPARTMENT: Commodity Program  STATUS: Full-time Permanent

Salary: $15.24/hr

SUPERVISION RECEIVED: Incumbent is under the direct supervision of the Program Assistant/Warehouseman.

SUPERVISION EXERCISED: Exercises supervision as assigned by program Director/supervisor and Program Assistant/Warehouseman and oversee supervision of the Food Handlers.

JOB SUMMARY:

The Warehouse Clerk provides the support include but not limited to planning communications, recordkeeping, ordering/receipting commodities. He/she also acts as the Program Assistant/Warehouseman in his or her absence. The Warehouse Clerk performs duties in relationship to the distribution of commodities and warehouse duties as assigned.

General Description of Duties:

1. Assists the Program Assistant/Warehouseman in day-to-day activities as assigned. Which includes the operation of the commodity food program, including placement of orders, receipting in food items, daily inventory, storage and handling/stocking of the commodities and issuance of food items to clients according to the 501 Handbook policies and procedures established by the Food and Nutrition Service.

2. Maintains the IFMS system for the program updates as necessary prepares monthly reports as required and ordering of the food and receipt the food into IFMS and do Purchase Orders for fuel and supplies if needed, help get quotes when purchasing.

3. Completes a daily inventory, unloading of fresh/USDA trucks and keeping the warehouse stocked, helps with issuing commodities and if needed go on deliveries.
4. Takes care of the Fresh Food as far as bagging it up the making sure the food is ready to hand out and maintain the walk-in fridge.

5. Takes care of the Walk-in freezer to keeps the frozen food organized and clean.

6. Wait for the USDA/Fresh Trucks before/after work hours to unload and put in fridge/freezer if needed.

7. Maintains the upkeep of the Commodity Building/warehouse/garage in and around the building and the Commodity Vehicles for maintenance.

8. Help the food handlers when needed with filling orders boxing/ bagging up the food items and making sure all food items are in their boxes.

9. Will help out the Certifying Clerk when needed as far as filing, making copies, making applications, typing, faxing, accepting applications and making sure all paper work is attached with correct dates and a date stamp.

10. Performs other work duties as assigned.

Job Qualifications:

High School Diploma or GED.

Experience - Two (2) years experience in the following fields: supervision, office management, computer experience and warehouse experience. Any combination of experience, education or training that would provide the level of knowledge, skill and ability required is acceptable.

Ability to interact effectively with community members, communicate clearly, concisely, friendly and courteous.

Knowledge of receiving and warehouse procedures and regulations along with computer skills and basic office skills with fax machine/phones/printers and computers and drive a fork lift for unloading.

Must be physically able to lift, bend, stoop, standing for long period of time
Job involves lifting; carry 50-pound boxes, standing and walking 6 to 8 hours per day

Incumbent must possess a valid State of Montana Driver’s License

Incumbent will be subject to and must comply with the Fort Belknap Indian Community Council’s Substance Abuse Prevention Policy.

APPROVED: ____________________