



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-25-010	Opens: 09/16/24 Closes: OUF
Position Title: FDPIR Warehouseman Technician	
Salary Rate: \$13.50 - \$17.50 per hour	Duty Location: Carnegie, OK

JOB SUMMARY

The Warehouseman will be responsible for providing the Food Distribution with maintaining inventory by using first-in, first-out methods. The Warehouseman maintains the upkeep of the warehouse, cleaning, protecting against the possible elements of infestation, theft, and temperature control. The main duties will be record keeping, distribution of and ordering of USDA commodities, driving forklift to move large pallets, and inventory control.

Reports To: FDPIR Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School Diploma or Equivalent. Basic Computer and Mathematic Skills. Knowledge of operating a forklift. Prior experience working in a warehouse. Customer Service Skills.

- Ensure the proper staking and storage of USDA Commodities according to the FNS 501 Handbook.
- Maintain protection of USDA Commodities against the elements of infestation, theft, and proper temperature control.
- Ensures the proper housekeeping practices are maintained for entire building, warehouses, company vehicle, and forklift.
- Utilize the first-in, first-out method.
- Answer telephones and take applications when necessary.
- Conducts issuance procedures according to Food Distribution Plan of operation.
- Other duties assigned accordingly.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver license and be insurable under the Kiowa Tribe's driving policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subjected to random drug testing according to the Tribe's Drug-Free Workplace policy.
- Must be able to walk or stand, up to 8 hours. Must be able to carry/lift sixty (60)/pounds at times.
- Must be able to work in hot or cold temperatures.
- Must be able to travel when needed.

SUBMIT TO: hr@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.