



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-25-011	Opens: 09/17/24
Position Title: Administrative Warehouse Supervisor	Closes: OUF
Salary Rate: \$18.00 - \$22.00 per hour	Duty Location: Carnegie, OK

JOB SUMMARY

Under the immediate supervision of the Program Director, the Administrative warehouse supervisor is responsible for: proper warehousing; maintenance, cleaning inventory control, record keeping distribution and ordering of USDA Commodities. Must supervise personnel as assigned. Required to drive the program 2-Ton truck with refrigerated trailer for tailgate distribution. Required to construct certification activities, take applications, certifies clients, maintains accurate file, reports and records interview needed basis.

Reports To: Food Distribution Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School Diploma and/or 3-4 years of supervisory experience.

Knowledge of social and economic standards. Interviewing and counseling techniques. Human relations skills, language skills, mathematic skills and customer relations.

- Ensures the proper staking and storage of USDA Commodities according to the FNS 501 handbook.
- Maintains Protection of USDA Commodities against the elements, infestation, theft and proper temperature control.
- Ensures the proper housekeeping practices are maintained for the entire building, warehouses, the truck and forklift.
- Make sure the walk-in freezer and walk-in refrigerator are clean, in order and stock.
- Will ensure inventory control by maintenance of perpetual and physical inventory by items in stock and quantities moving in and out of storage.
- Arranges and accomplishes the unloading of commodities and products delivered to the warehouse.
- Will maintain the first-in, first-out method.
- Take applications, answer the telephone and certifies eligible clients. Conducts referrals when necessary to other helping agencies.
- Maintains accurate case file reports and records. Conducts issuance procedures with computer.
- Orders and maintains all fresh product.
- Ensures all proper maintenance procedures for all machinery and equipment.
- Does the home truck delivery and tailgate distribution at Hobart and Blair, OK.
- Performs other duties assigned.

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's 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 subject to random drug testing according to the Tribe's Drug-Free Workplace Policy.
- Must be able to work in hot or cold temperatures.

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.