



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256

NIXON, NEVADA 89424

JOB ANNOUNCEMENT

FOOD DISTRIBUTION DELIVERY DRIVER/WAREHOUSE WORKER

\$20.55 - \$22.66 per hour; Full-time
Class Code 180, Grade 15, Step 1-3; Non-Exempt, DOE

Date Posted: 12/13/2024.

Date Closes: OUF

DEFINITION: The Food Distribution Delivery Driver/Warehouse Worker is responsible for receiving and distribution of Food Bank food, including pickup, receipt, storage, and delivery to clients.

DUTIES AND RESPONSIBILITIES:

Packs food and non-food items and delivers them to clients.

Picks up food and non-food items from pick up locations.

Adhere to all aspects of food inventory procurement, controls, and distribution.

Ensure that there is an adequate food supply on hand to provide the best quality food for families each month. This is done by submitting daily food orders and pick tickets from the Food Distribution Manager.

Receive food & fresh product; and validate invoices from food bank; pickup, receive, and record food donations; stock warehouse and ensure all food is sorted and stored in a safe and sanitary manner; and inventory food quarterly and provide required food bank reports.

Work with area grocery stores to increase food pick-ups from stores using the pantry box truck/van.

Assist in the food distribution process with help of other warehouse staff and volunteers; work with volunteers regarding food available and tasks to be done to prepare for food distributions; assist with client parking and entry/exit from pantry with the help of other warehouse staff and volunteers; assist with packing for home deliveries.

Maintain a clean, well-ordered warehouse and property; perform minor facility maintenance; and ensure all equipment - truck, refrigerator, freezers, pallet jacks, and facility stay in good working order; report any repairs as needed to equipment and facility to the Food Distribution Management as soon as possible.

Perform other related duties as needed.

MINIMUM QUALIFICATIONS:

Ability to work effectively with the community and co-workers; maintain records.; operate a computer and working knowledge of word processing, database and spreadsheet software programs; understand and perform duties with minimal instruction and supervision; interpret and apply fairly and impartially policies, rules and regulations; tactfully; establish and maintain effective, courteous and cooperative working relations with all levels of persons contacted in the course of work; handle sensitive issues with discretion; maintain strict confidentiality of all personal data of program participants; work with individuals and groups in a professional and friendly manner; resolve confrontations, disagreements and complaints in a constructive manner.

Knowledge of: Sanitation and safety standards of various raw and cooked foods, as well as proper receiving methods to determine the freshness and to judge quality of final product.

Ability to: Follow oral and written instructions; work effectively under the pressure of deadlines and conflicting demands; establish and maintain effective and courteous working relationships with staff, and community members; select food alternatives; understand, interpret, and apply laws and regulations from one or more entities; keep detailed and accurate records.

May be required to stand for extended periods; repeatedly lift items weighing up to forty (40) pounds; reach and bend; and read fine print on instructions, ingredients, and regulations.

Must demonstrate ability to foster cooperation, communication, and consensus among groups.

Must possess a valid Nevada driver's license, have one (1) year of a safe driving record, and be insurable under the Tribe's insurance vehicle insurance policy.

Must favorably pass a background investigation, including fingerprint clearance. Must be of high moral character; have the willingness to earn and keep the respect of the community; and be honest and trustworthy. Must favorably pass pre-employment drug screening.

REQUIRED EDUCATION AND EXPERIENCE:

High School graduate or GED; or at minimum two years of training and experience that would indicate possession of the required skills. Must possess a Food Handler's Card or obtain one within 30 days of hire. Must possess a current First Aid/CPR card.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964 amended in 1991.