



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 04/23/21
CLOSE: 05/07/21

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: COMMODITY WAREHOUSE COORDINATOR

RESPONSIBLE TO: Commodity Program Manager

SALARY: GS - 04 \$24,851 - \$32,025 Annual/Full Benefits
GS - 05 \$28,399 - \$35,842 Annual/Full Benefits
GS - 06 Full Benefits (requires 10+ years of tribal service)

CLASSIFICATION: Non-Management/Regular/Full-Time

LOCATION: The Klamath Tribes
Commodity Program Warehouse
1625 Martin Street
Klamath Falls, OR 97601

BACKGROUND: Comprehensive Employment level

POSITION OBJECTIVES

This position is grant funded. Funding is supported by the Food Distribution Program on Indian Reservations (FDPIR) administered within the US Department of Agriculture (USDA). The Klamath Tribes service delivery area for this Program includes Klamath County of Oregon and Modoc County of California.

The Commodity Warehouse Coordinator is responsible for warehouse and equipment maintenance; maintaining an accurate perpetual inventory (in-going and out-going) of commodities foods, loading and delivery of orders to applicable households; un/loading, stocking, and proper storage of both perishable and non-perishable food items. The Coordinator will be expected to provide excellent customer service, and have the ability to engage in a courteous and professional manner at all times, with a variety of people varying in race, ethnicity, age, gender, residency, etc.

This position requires someone who is detail oriented, is a team player and works well with others. Employee must be able to perform multiple tasks calmly and effectively under pressure due to the nature of the work, in accordance with office policies and standard operating procedures. The work often involves highly confidential matters.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provide excellent customer service to all Commodities participants. This may include but not limited to: greeting participants, answering phones, opening doors, taking orders quickly and efficiently, assembling orders, loading orders into participant's vehicle, listening to and resolving complaints appropriately.
2. Exercise attention to detail, and cross reference Programs Inventory Spreadsheet with USDA National Warehouse, to ensure appropriate product numbers and quantity of foods are ordered each month.
3. Schedule, order, track, receive, and verify all USDA Commodities Food shipments. Unload shipments from delivery trucks by operating various equipment, including a forklift. Verify shipments against order confirmation and packing slips.
4. Ensure all food meets the USDA No. 1 requirement, and all other criteria. Follow appropriate process for reporting non-compliant food shipments.
5. Perform the perpetual stocking, counting, rearranging, and organizing of Commodities foods according to the product number initiated by the programs internal database.
6. Conduct inventory of Commodities food in stock, including shelf, frozen, and refrigerated food items frequently and efficiently, to ensure easy flow and accurate counts at the end of each month. Warehouse practices best if used by date (BIUB) following first in first out (FIFO) method depending on month end inventory. Provide inventory reports in an accurate and timely manner.
7. Ensure cleanliness and sanitation of food storage areas including shelves, freezers, refrigerators, and interior and exterior of Commodities Warehouse. The last 30 minutes of the work day is set aside for closing up the warehouse ensuring all outside doors and storage containers are locked.
8. Responsible for ensuring cold storage containers are working properly. Frequently record temperatures and schedule regular maintenance of freezers and refrigerators. Warehouse temperature should also be recorded regularly to adequately preserve the shelf life of dry foods per the USDA standards.
9. Utilize the FDPIR Integrated Food Management System (IFMS) database to complete client in-takes, certifications, and monthly orders. Generate, retain copies, and provide documentation as required or requested by participants, coworkers, or supervisor.

10. Assemble participant orders in an efficient and effective manner. Double check participant order to ensure accuracy with shopping list and quality standards. Ensure fresh produce and undamaged Commodities foods are provided to participants.
11. Deliver orders on a weekly basis. Drive Program vehicle to deliver orders to eligible participant households. This includes tailgate and home deliveries in surrounding areas including: Klamath Falls, Chiloquin, Beatty, Bly, Merrill, and parts of northern California.
12. Responsible for coordinating with the Commodity Program Clerk for fuel purchases and vehicle maintenance for all Commodity Program vehicles. Coordinate and schedule service and repair of the Commodity Program vehicles with outside agencies, maintaining service records, inspecting completed work, prepare cost sheet to initiate purchase order/voucher for payments.
13. Report to supervisor noticeable circumstances and need of participants when performing home deliveries.
14. Regularly lift, move, and maneuver a minimum of 30-50 pounds for extended periods of time.
15. Adhere to, draft, and maintain Standard Operating Procedures for position and as otherwise directed by supervisor.
16. Assist with food demonstrations, and nutrition education projects and planning. This may involve researching recipes, performing food prep, cooking, and cleaning.
17. Serve as a back-up for the Commodities Program Clerk (front desk), as needed.
18. Assist with Community Services Department events, activities, and functions. Participate in Department meetings as necessary.
19. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Employee is supervised by the Commodity Program Manager, within the Community Services Department of The Klamath Tribes. After initial training and instruction, employee is expected to stay on task and work independently with minimal supervision, in accordance with Tribal and Program policies, procedures, and grant regulations.

Employee plans and performs work duties using initiative, time management skills, standard practices, and approved techniques. Will keep supervisor apprised of any

complaints, issues, concerns, or praises relayed by participants. The supervisor assists with new or unusual situations which do not have clear precedents. Final work is reviewed for quality and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Good customer service, public relation, and interpersonal skills. Emphasis will be placed on customer service experience and qualities.

Ability to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

Must be able to communicate and work effectively and courteously with the public.

Knowledge of warehousing, food storage, and inventory control procedures.

Must possess attention to detail. Ability to keep accurate records for reporting purposes.

Average oral and written communication skills to interpret instructions, gather information, correspond with clients and coworkers, convey messages, answer questions, and generate reports.

Must be able to work independently with little supervision.

Ability to plan and organize work duties, responsibilities and priorities using own initiative, time management, resourcefulness, and prior work training and instruction.

Ability to operate vehicles, machinery, and equipment safely. Operate vehicle safely under all types of weather conditions and traffic situations.

Ability to maintain **strict confidentiality** of records and information pertinent to the nature of the work.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application.*)
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to possess (or obtain) and maintain a Driver's Safety and Forklift Certification. *(Must complete courses and obtain certification within initial probationary period. Submit copies of current certifications, if applicable.)*
- **REQUIRED** to possess (or obtain) and maintain Civil Rights Training per USDA grant regulations. *(Must complete training within initial probationary period.)*
- **REQUIRED** to be able to easily lift, move, and maneuver 30-50 pounds.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Prior work experience in warehousing, manufacturing, food storage, inventory control, or related field is preferred.

INDIAN PREFERENCE

Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)