

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0354053

Date Posted: 08/29/11

POSITION NO: 940650

Closing Date: 09/12/11

CLASS CODE: 4003

POSITION TITLE: Warehouse Worker

DEPARTMENT NAME: Navajo Food Distribution Program

DEPARTMENT NO: 35 WORKSITE LOCATION: Mexican Springs, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R56A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Assist in loading and unloading of commodity food shipment to the warehouse or those that have to be shipped to other warehouse; stack and restack of commodity food with forklift vehicle; conduct physical inventory of food shipment received and out going food shipment. Duties will also include general housekeeping i.e., sweeping, mopping etc. Must be able to travel to field distribution at chapter level to distribute commodity food. Must have the ability to understand and follow oral and written instructions; Other assign duties.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

Experience:

Two (2) years of inventory warehousing experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of warehouse inventory control method, knowledge of occupational hazards in warehouse management, familiar with inventory system and calculations. Knowledge of basic math.

License/Certification Requirements:

Must possess a valid state driver's license and Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99