



Vacancy Announcement

Health & Human Services – Food Distribution

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ www.puebloofacoma.org

JOB TITLE: Warehouse Aide (Full-Time w/Benefits) PAY RATE: \$DOE

OPENING DATE: February 15, 2022

CLOSING DATE TO EXTEND TO: March 11, 2022

POSITION PURPOSE

Under direct supervision of the Director, maintains warehouse and warehouse equipment, maintains stock of food items, and distributes commodities to eligible participants on a walk-in basis and via home deliveries.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Distributes USDA commodity foods to eligible participants on a walk-in basis and via home deliveries.
2. Restocks food items using FIFO inventory method.
3. Conducts physical inventory on a daily basis and at month-end; reports inventory discrepancies to the Director.
4. Assists in maintaining warehouse equipment including vehicles, forklift, pallet jacks, freezers, refrigerators, etc.; conducts minor repairs on equipment; works with Director to obtain service on equipment for major repairs.
5. Assists in maintaining refrigeration, freezer, and vehicle mileage logs.
6. Assists in maintaining appropriate temperatures in refrigerators and freezers.
7. Cleans warehouse area.
8. Secures warehouse each day.
9. Generates and submits reports as required.
10. Contributes to a team effort and accomplishes related results as required.
11. Performs other duties as required.

MINIMUM QUALIFICATIONS

Experience: • Three to six months relevant experience

AND

Education: • High School Diploma or GED

PREFERRED QUALIFICATIONS

- Keres speaking

MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of traditional form of government and pueblo culture and traditions
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of occupational hazards and applicable safety precautions
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint)
- Skill in operating and repairing light equipment
- Skill in conducting accurate physical inventory

- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to communicate in the Keres language
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to work independently and meet strict time lines
- Ability to make solid decisions and exercise independent judgement
- Ability to carry out instructions furnished in verbal or written format
- Ability to demonstrate excellence in everything, and continually seek improvement in results
- Ability to prepare accurate, complete, and legible reports
- Ability to operate a motorized vehicle, forklift, and pallet jacks
- Ability to obtain and maintain Food Handler’s certification
- Ability to obtain and maintain First Aid and CPR certification
- Ability to perform other duties as assigned

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
Background investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.
Health Requirement:	None
Driver Check:	All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
Drug screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

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Pueblo of Acoma is a Drug Free Workplace.

FIRST AMENDMENT: This amendment revises the previous vacancy announcement to extend the closing date. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice