



## Job Posting

**Job title:** Warehouse/Driver

**Location:** Valley Center, CA

**Application Deadline:** Open until filled (*Review of applications will begin immediately*)

**Compensation:** Minimum of \$19/hour. DOE

**Benefits:** \*Paid Holidays \*Rich Medical, Dental & Vision \*Generous Vacation & Sick \*401(k) Match

**Status:** Full Time/Regular position

## Job Summary

The Warehouse/Driver person will load, drive, and unload a delivery truck or car to various Indian Reservations in Southern California to distribute food commodities to qualified individuals and families. This person will perform minor maintenance and upkeep on the vehicles, as well as maintain accurate and updated records, documents, and CHP compliance documentation.

## Essential Functions

- Load, unload and distribute food commodities.
- Drive a truck or car to various Indian Reservations to distribute food commodities.
- Perform minor maintenance, cleaning, and upkeep of the vehicles.
- Perform shipping, receiving, inventory control, and ordering as per USDA requirements.
- Maintain inventories, counting, labeling, and preparing the 152 Report every month and reconciling with physical count.
- Prepare daily load sheet and help in distribution process.
- Maintain warehouse cleanliness and good housekeeping per USDA standards, and follow OSHA safety procedures.
- Any other relevant assignment requested by management.

## Job Requirements and Qualifications

*Education:* High School Diploma or GED. AA degree preferred.

*Certificates & Licenses:* Valid California Driver's License with driving record acceptable to SCTCA's insurance.

*Knowledge Requirements:* Working knowledge of the local Indian communities served. Ability to add, subtract, divide, and multiply. Basic ability to speak and write in English. Bi-lingual in English and Spanish is preferred.

*Experience:* One year of related experience delivering or working in a warehouse. Experience working with Native American populations and agencies preferred.

*Physical:* Lift and move objects regularly weighing up to 60 pounds.

*Conditions of Employment:* Candidates are required to successfully complete background check and drug screening.

### Other Information

In addition to the essential duties listed above the Warehouse/Driver is expected to:

- Possess excellent oral and written communication skills.
- Demonstrate ability to handle difficult situations with respect and courtesy.
- Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
- Must be detail oriented and possess strong organizational skills.

### About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

### How to Apply

**Preferred method: Apply online at <http://sctca.applicantpro.com/>**

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office\*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. \*Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at [www.sctca.net](http://www.sctca.net), under the "Careers" link.

### **Next Step in the Process**

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

*Note: These emails could possibly go to the spam folder, so please check there as well.*

### **SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE**

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.