

Job Posting

Job title: Warehouse/Driver Person

Location: Valley Center, CA

Application Deadline: Open until filled ***(Early applications encouraged)***

Compensation: Minimum of $20/hour. DOE

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

Status: Full Time/Regular position

WE ARE AN ORGANIZATION THAT VALUES IN-PERSON COLLABORATION AND INTERACTION, SO WE DO NOT OFFER ANY REMOTE POSITIONS.

Job Summary

The Warehouse/Driver Person will load, drive, serve 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, and maintain accurate and updated records, documents, and CHP compliance documentation.

Essential Functions

1. Load, unload and distribute food commodities.
2. Wrap produce as needed.
3. Drive a truck or car to various Indian Reservations to distribute food commodities.
4. Perform minor maintenance, cleaning, and upkeep of the vehicles.
5. Perform shipping, receiving, inventory control, and ordering as per USDA requirements.
6. Maintain inventories, counting, labeling, and preparing the 152 Report every month and reconciling with physical count.
7. Prepare daily load sheet and help in distribution process.

8. Maintain warehouse cleanliness and good housekeeping per USDA standards, and follow OSHA safety procedures.
9. Any other relevant assignment requested by management.

Job Requirements and Qualifications

Education: High School Diploma or GED.

Certificates & Licenses: Valid California Class C 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 Person 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 26 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, 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.