



Job Posting

Job title: Warehouse Floater

Location: Valley Center, CA

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

Compensation: Minimum of \$21.50/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 Floater's primary duties will be to maintain the cleanliness of the Food Commodity Program's warehouse, offices, equipment, and vehicles. This position also will load and unload a delivery truck or car and will assist with the distribution of food commodities to qualified individuals and families. This Floater position will also serve as a Certifier, Assistant Certifier, Driver, and Warehouse person as needed. The person who fills this position must be able to work a flexible schedule that will change according to the Program's needs.

Essential Functions

1. Maintain the cleanliness of the Food Commodity Program's warehouse (as per USDA standards), offices, equipment, and vehicles by performing the following tasks:
2. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
3. Gather and empty trash.
4. Service, clean, and supply restrooms.
5. Clean and polish furniture and fixtures.
6. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
7. Dust furniture, walls, machines, and equipment.
8. Minor landscaping upkeep around the perimeter of the warehouse.
9. Drive a truck or car to various Indian Reservations to distribute USDA foods.
10. Drive vehicle required to travel or perform work, including forklift or industrial vacuum cleaner.

11. Follow procedures for the use of cleaners and equipment, in order to maintain safety in the warehouse.
12. Notify manager concerning the need for major repairs or additions to building.
13. Requisition supplies and equipment needed for cleaning and maintenance duties.
14. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as meetings.
15. Load, unload, and distribute food commodities.
16. Assist in receiving incoming food commodities when delivered.
17. Wrap fresh produce as needed for serving reservations.
18. Communicate and report any incidents or discrepancies to FDP Director.
19. Assist Certifier when required, and fill in for the Certifier if out of the office.
20. Fill in and float to any of the above positions when needed.
21. Assist with any related paperwork for all job duties.
22. Any other relevant assignment requested by the FDP Director.

Job Requirements and Qualifications

Education: High School Diploma or GED.

Knowledge Requirements: Basic knowledge of the local Indian communities served. Basic math ability to add, subtract, divide, and multiply. Basic ability to speak and write English.

Experience: One year of related experience cleaning. Experience in working in a warehouse is preferred. Experience working with Native American populations and the agencies preferable. Forklift experience preferred.

Physical: Lifts and moves objects regularly weighing up to 60 pounds. Ability to exert maximum muscle force to lift, push, pull, or carry object; as well as, the ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

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

Other Information

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

- Be willing to work in all types of weather.
- Be willing to be flexible with work hours; late hours and early hours (especially in regards to arrival time of truck shipments when other than normal working hours).

- Job requires being reliable, responsible, dependable, and fulfilling obligations.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

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.