

## **JOB DESCRIPTION**

Position: Demonstration Gardener/Warehouse Assistant  
Department: Social Services Department  
Dept. Supervisor: Food Distribution Manager  
Compensation Range: \$17/hr with benefits

---

### **Summary of Duties and Responsibilities**

This position is responsible for ensuring the accurate and efficient implementation of administrative, clerical and educational activities necessary in maintaining the day-to-day functions of the hñq'í'ts'n Garden and Food Distribution Program. Must show the highest of professional standards and promotes a positive image of the Tribe and its administration at all times. Perform other duties as assigned to promote the efficiency and effectiveness of the department.

The duties shall include, but not limited to the following:

- Answering phones and taking messages for FDP staff
- Able to maintain a positive, pleasant, helpful, and constructive attitude in working with the clients, staff, and the community
- Taking inquiries and offer program information
- Work with minimal direct supervision
- Must maintain strict confidentiality regarding clients receiving assistance in all aspects of the Food Distribution Program
- Be reliable, dependable, professional, and punctual at all times
- Maintain records for scheduling appointments for the clients as well as data sheets/program
- Must be able to work in a stressful environment and meet program deadlines
- Must be flexible in job duties and willing to do other duties as assigned, this may include assisting with the other programs in the Social Services Department
- Receives, unloads, stacks, and inventories incoming shipments. Manually counts all inventory received
- Assist with issuing client orders on AIS system as needed
- Pre-weight and bag all fresh produce items before distribution to clients
- Producing program brochures, flyers and training materials
- Attend trainings as directed by supervisor
- Represent the Tribe and Social Services in all areas including social media

### **Minimum Qualifications**

- Must support the Coeur d'Alene Tribe's: vision, mission, and core values per CdA Resolution 015(2020).
- Must have received full COVID19 vaccination, and booster, at the time of application, according to the timeline established by the CDC – attach vaccination card.
- Must comply with all other Health policies established by the Tribe or department, including receiving the annual flu shot.
- High School diploma or GED required, Bachelor's Degree in related field preferred.
- 3-5 year's work experience in: community development, education, farming, gardening, landscaping, and education. Equivalent work and/or volunteer experience will be considered in place of post-secondary education (i.e. agriculture, horticulture, landscaping, organic agriculture, farming, etc).

- Lesson planning and/or workshop preparation skills a must.
- Excellent public speaking, teaching and presentation skills a must.
- Must possess a valid driver's license at the time of application, and during employment, and be fully insurable (**attach a copy**)
- Must be at least 18 years of age at time of application
- Must not have been convicted of a felony involving dishonesty or crimes against children within the past five years.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit a Social Services Tribal application, resume, COVID19 vaccination card with booster, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, P.O. Box 408, Plummer, ID 83851. For more information, visit our website at [www.cdatribe-nsn.gov](http://www.cdatribe-nsn.gov)

Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet.

Application packets are not maintained after the position is filled. A new application is required for each position applied to.

---

Applicant Signature

---

Date