

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

~INTERNAL/EXTERNAL~

**POSITION:** Warehouse Client Service Worker

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 409 N Crook Ave  
Hardin, MT

**RATE:** \$16-\$18 per hour

**HOURS:** M-F; 32 hours per week

**DUTIES:** See Job Description

**OPENING DATE:** Immediately

**CLOSING DATE:** Until filled

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form With  
Current Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer



## **JOB DESCRIPTION DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Warehouse Client Service Worker	<b>Department/Program:</b> Crow Food Distribution
<b>Reports To (Title):</b> Branch Manager	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Part-time 32 hours per week
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> August 2020

### **JOB SUMMARY**

Under the supervision of the Branch Manager and in accordance with the direction and mission of District 7 HRDC, the Warehouse Client Service Worker is delegated the responsibility for monitoring the equipment and conditions of the warehouse and maintaining accurate inventory for all foods at the warehouse in Hardin

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

### **ESSENTIAL DUTIES**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Checks and records daily and monthly inventory
- Checks and records freezer and cooler temperatures
- Maintain stock of cooler and freezer
- Puts food away as received & restocks low inventory on warehouse floor

- Monitors dates on foods to ensure first-in/first-out method
- Performs data entry: Dating stock and making all the AIS produce/state truck receipt entries, adjustments and issuance. Creates produce and warehouse orders to give to the Program Specialist for the FFAVORS systems and State order sheet.
- Operates forklift
- Creates and fills issuances with participants
- Gathers produce issuance items for customers
- Shops for and makes food deliveries
- Performs custodial duties including once a weekly deep cleaning
- Performs general maintenance on fork lift
- General maintenance
- Implements agency work plans at the program level to ensure achievement of set goals.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.

**Additional Knowledge, Skills and Abilities:**

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

## **MINIMUM QUALIFICATIONS**

**Education and Experience:**

High School diploma or equivalent.

**Licenses and/or Certifications:**

Forklift Certified, or the ability to obtain Forklift Certification upon hire. Must possess a valid Montana Driver’s License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 50 pounds; position oneself to move around office furniture and move from one office to another. Due to changes in the location and scope of work. The noise level in the work environment is usually moderate.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee occasionally works near moving mechanical parts. The employee is also exposed, on occasion to fumes or airborne particles. The employee occasionally works outside and is exposed to the weather conditions prevalent at the time.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature:

\_\_\_\_\_  
Date: