

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: PECAN PROCESSING ASSISTANT
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME, SEASONAL – ENDING MARCH 31, 2024

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is under the supervision of the Food Processing Director and the indirect supervision of the Natural Resources Officer. The purpose of the position is to fulfill the work functions in the pecan processing facility for the 2023-2024 pecan crop season.

JOB FUNCTIONS:

Actively participate in the following, either alongside other team members or alone:

- Daily duties related to the processing of pecans and other food products
- Assist in the management of inventories, shipping, and storage of food products
- Other duties as may be assigned

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent
- Previous experience processing food products desired
- Ability to use processing machines and equipment
- Knowledge of food processing and handling regulations
- Ability to utilize cash registers and computer software
- Ability to handle transactions and resolve disputes
- Must possess high integrity regarding confidential and sensitive information
- Ability to work unsupervised and meet deadlines
- Ability to work beyond normal working hours if necessary
- May be subject to criminal background investigation
- Possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

This position includes, but is not limited to, the job functions listed above.

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry a minimum of 25 pounds
- Moderate amounts of physical labor
- Must be able to perform duties outside in all weather conditions

CONDITIONS OF EMPLOYMENT:

- Part-time, seasonal position fully funded with American Rescue Plan Act (ARPA) funding
- Position ending March 31, 2024

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

Human Resource Officer
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For complete job description and application visit: www.miamination.com/employment