

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Distribution Stocker

**Reports To:** Diaper Distribution Project Coordinator

**Overall Supervision:** Director, Early Childhood Intervention Program (ECIP)

### Summary:

The Distribution Stocker is a Part-Time position working approximately 24 hours per week. The Distribution Stocker is responsible for assisting the Diaper Distribution office with the unloading and stocking of diaper supplies. This position is to ensure that all diaper supplies are on stock, ensuring that the clients' needs are met. Will work towards and support the goals of the project.

### Duties & Responsibilities:


- Unload and stock inventory. To include storage units and restocking in the office, loading for distribution events
- Maintain an inventory database using Microsoft Excel
- Assists with monthly Inventory
- Gather monthly data collection
- Works with Project Coordinator and Distribution Specialist on supporting goals and activities

### Qualifications & Requirements:

- Must have a State Driver's License and a SWO Tribal Driver's License
- Must be able to pass a background check
- Knowledge of ECIP policies and procedures
- Good communication skills
- Ability to multi-task
- Strong customer service skills
- Able to lift up to 50 pounds
- Work outdoors in all seasons
- Strong organizational skills
- Must have strong work ethics, is respectable, responsible and dependable
- Ability to maintain confidentiality
- Must adhere to SWO policies and procedures

**Education & Experience:**

- High School/GED minimum
- Previous work with children and/ or families preferred

Approved by  Date 11/12/24