



## Twenty-Nine Palms Band of Mission Indians Job Description

**Job Title:** Warehouse Team Member  
**Department:** Distribution

### **SUMMARY:**

Verify, stock, and keep records on incoming and outgoing shipments; prepare items for shipment; and, issue inventory by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement: "We are here for the guest. Period"
- Load and unload trucks, check merchandise and prepare shipments.
- Prepare orders by processing request and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Sort and place materials or items on racks, shelves or in bins according to organizational standards.
- Open bales, crates and other containers.
- May also assist in counting of physical inventory.
- Prepare parcels for mailing.
- Maintain safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times.
- Wear the proper safety equipment.
- Operate a forklift in the warehouse to transfer products and other cargo into and out of storage or move them in preparation for shipping.
- Inspect forklift and work area for potentially dangerous safety problems and promptly notify supervisors of any potential issues.
- Carry out hourly, daily and weekly checks to ensure quality of product being transferred is maintained and inventory is organized.
- Perform routine and as needed maintenance on forklift and related machinery used during the course of business; keep maintenance tools organized and in good shape.
- Maintain a clean and safe work area and undergo regular reviews to ensure safety and cleanliness standards are being met.

- Collaborate with team members to meet daily shipment schedules and notify supervisors of any expected delays or issues with productivity; contribute to an overall positive team atmosphere.
- Contribute to increasing efficiency and productivity across warehouse team by suggesting and implementing methods to improve processes and workflow.
- Track any implemented initiatives and report on changes in productivity.
- Have significant knowledge of vendors, their products, and business affiliation.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

**SUPERVISORY RESPONSIBILITIES:**

This job requires no supervisory responsibilities.

**EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):**

- High school diploma or equivalency.
- Six months to one year related experience and/or training preferred.

**CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:**

- Must pass pre-employment and periodic random drug screens and pre-employment physical.
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

**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. Upon request, reasonable accommodations may be made if requested to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit and talk or hear; use hand to finger, handle or feel, reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is regularly required to lift and/or move up to 10-50 pounds, and and/or move objects that weigh more than 100 lbs. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**WORK ENVIRONMENT:**

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

- While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles; outside weather conditions and vibration. The noise level in the work environment is usually loud.
- The employee is regularly required to work under extreme temperature variations ranging from cold to extreme heat.
- The warehouse may be open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- The warehouse is a smoke- free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis

**INDIAN PREFERENCE ACT:**

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

**I have read and understand all of the elements of the above Warehouse Team Member Job Description.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**