



Federally Recognized  
October 3, 1950

# UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

P.O. Box 746 · Tahlequah, OK 74465  
18263 W. Keetoowah Circle · Tahlequah, OK 74464  
Main line: 918-871-2800 · Fax: 918-414-4000  
[www.ukb-nsn.gov](http://www.ukb-nsn.gov)

## COUNCIL

Jeff Wacoche  
CHIEF  
O'E@G.A

Amos Ketcher  
ASSISTANT CHIEF  
W.P.N SVS O'E@G.A

Caleb Grimmett  
SECRETARY  
J.A.9P@DY

Sonja Gourd  
TREASURER  
DSW DS.A.S

Vacant  
CANADIAN  
DhJF DJF

Cliff Wofford  
COOWEESCOOWEE  
J@oDJ@

Tishaleta Gueverra  
DELAWARE  
DEO.A

Frankie Still  
FLINT  
L@oDSGT

Willie Christie  
GOINGSNAKE  
T@L D@T

Janelle Adair  
ILLINOIS  
L@AT

Charles Smoke  
SALINE  
AS@DY

Donald Adair  
SEQUOYAH  
L.V.F

Sammy Allen  
TAHLEQUAH  
L.P.T

### Internal/External Announcement

Opening Date: 3/04/2025

Closing Date: 3/11/2025

Applications can be obtained and then submitted using the information listed above or by email:

[m Downing@ukb-nsn.gov](mailto:m Downing@ukb-nsn.gov)

Job Title: Delivery Driver

Department: Local Food Purchase Program

Location: UKB Tribal Complex – Tahlequah

Reports To: Local Food Purchase Program Manager

Status: Part-Time, Non-Exempt

Pay: \$15.00 hourly

#### Summary of Duties and Responsibilities

Responsible for transporting packages and other goods from warehouse to a personal or business address following a specific route within their delivery area. Their duties include loading the goods they need to deliver onto the delivery van or truck, using navigation tools to arrive at the right address and delivering products to the correct address

#### Minimum Qualification/Responsibilities Requirements

Drives delivery vehicle to transport products to Community buildings, including the loading and unloading of product.

Maintains a safe driving and working environment, including PPE (Personal Protective Equipment).

Assists Tribal members with loading products into their vehicle.

Follows all company policies, procedures, dress code and management direction, including all fleet and safety policies.

Maintains product knowledge and program information.

Attends all necessary training or meetings; provide logs, reports, or information requests.

Other duties as assigned.

#### **EDUCATION AND EXPERIENCE**

High school diploma or General Education degree (GED) required.

#### **JOB QUALIFICATIONS**

Must pass a background check prior to employment and 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.

Must be atleast 18 years old.

Must maintain absolute confidentiality of sensitive information.

Excellent Communication and decision-making skills.

#### **LICENSES AND/OR CERTIFICATIONS**

Must possess and maintain a valid unrestricted Oklahoma State Driver's License verified by a motor vehicle report.



Federally Recognized  
October 3, 1950

**UNITED KEETOOWAH BAND  
of CHEROKEE INDIANS in OKLAHOMA**

P.O. Box 746 · Tahlequah, OK 74465  
18263 W. Keetoowah Circle · Tahlequah, OK 74464  
Main line: 918-871-2800 · Fax: 918-414-4000  
[www.ukb-nsn.gov](http://www.ukb-nsn.gov)

**COUNCIL**

Jeff Wacoche  
CHIEF  
O'EOWG.A

Amos Ketcher  
ASSISTANT CHIEF  
W.P.A SVS O'EOWG.A

Caleb Grimmett  
SECRETARY  
J.A.O.P.O.V

Sonja Gourd  
TREASURER  
DSW D.S.A.S

Vacant  
CANADIAN  
D.H.J.F D.L.H

Cliff Wofford  
COOWEESCOOWEE  
J.O.O.J.O

Tishaleta Gueverra  
DELAWARE  
D.T.O.A

Frankie Still  
FLINT  
L.O.O.S.G.T

Willie Christie  
GOINGSNAKE  
T.O.L D.O.T

Janelle Adair  
ILLINOIS  
L.O.A.T

Charles Smoke  
SALINE  
A.S.O.V

Donald Adair  
SEQUOYAH  
L.V.F

Sammy Allen  
TAHLEQUAH  
L.P.T

**OTHER SKILLS AND ABILITIES**

- Ability, aptitude, and willingness to work consistently in a professional manner.
- Ability to lift load and deliver merchandise.
- Ability to work a flexible schedule including holidays, weekends and evenings.
- Must maintain absolute confidentiality of sensitive information.
- Ability to keep legible and accurate records.
- Ability to establish and maintain effective working relationships with other employees, staff, and the public.
- Assists Tribal members with loading products into their vehicle.

**UKB and Tribal preference applies.**

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 United Keetoowah Band of Cherokee Indians in Oklahoma 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 United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to [mdowning@ukb-nsn.gov](mailto:mdowning@ukb-nsn.gov) or via fax at (918)414-4005. For more information, visit our website at [www.ukb-nsn.gov](http://www.ukb-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 for.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date