



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

COUNCIL

Jeff Wacoche
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Amos Ketcher
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Caleb Grimmatt
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J.A.@P.@Y

Sonja Gourd
TREASURER
DSW D.S.L.S

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

Cliff Wofford
COOWEESCOOWEE
J.O.@J.O

Tishaleta Gueverra
DELAWARE
D.E.O.A

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

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

Janelle Adair
ILLINOIS
L.Q.A.T

Charles Smoke
SALINE
A.S.@Y

Donald Adair
SEQUOYAH
B.V.R

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

Job Title: Inventory Clerk

Department: Local Food Purchase Program

Location: UKB Tribal Complex – Tahlequah

Reports To: Local Food Purchase Program Manager

Status: Part-Time, Non-Exempt

Pay: \$12.00 hourly

Summary of Duties and Responsibilities

Responsible for providing services for the Local Food Purchase Program. All duties are to be performed within the guidelines of the LFPA's policies and procedures, Internal Control Standards and objectives.

Minimum Qualification/Responsibilities Requirements

Responsible for the receipt, storage, delivery and inspection of all items received at the receiving dock and stored in the warehouse.

Follows established policies and procedures for the inspection of incoming materials against order and specification for correctness and defects and arrange for return of defective material, as assigned.

Follows established policies and procedures for coordinating the requisition of materials from the warehouse to our Tribal members.

Assists with transferring and transporting all materials from Warehouse to our Tribal members.

Follow established policies and procedures to ensure that the warehouse facilities are kept clean, safe and orderly at all times.

Provides exceptional customer service to all patrons and communicates in a pleasant, friendly, and professional manner at all times. Maintains a professional and safe work environment.

Adheres to regulatory, departmental and company policies.

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) and at least 1 year of experience directly related to the duties and responsibilities specified.

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 comply with all Health policies established by the Tribe.

Proven ability, in prior positions, to exercise good judgment under stressful situations.



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O'EOG'Ꭰ

Excellent attendance record in previous positions.

Excellent employment references from previous positions.

LICENSES AND/OR CERTIFICATIONS

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

OTHER SKILLS AND ABILITIES

Ability, aptitude, and willingness to work consistently in a professional manner.

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.

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 m Downing@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at 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

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