MENOMINEE
CASINO RESORT

Menominee Casino Resort

1st Posting

Position	Receiving/Distribution Clerk	**Job Status**	Full-Time
		Minimum Age	18
Wage			
Date Posted	Tuesday, May 23, 2017 8:00:00 AM		
Date Closed	Tuesday, May 30, 2017 4:30:00 PM		

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for ensuring the smooth and efficient operations in the Purchasing Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

•Receives shipments on Receiving Dock; logs pertinent information into computer database; coordinates workflow to ensure timely delivery of supplies to all departments.
•Ensures that all shipments are received in good, undamaged condition.
•Compiles statistical data for reporting purposes and keeping records in the office.
•Maintains all files in the Receiving Division, including pick-up orders.
•Prepares boxes for shipment, and maintains records of all shipments sent out; prepares shipments as needed.
•Disperse all deliveries to the appropriate departments in a timely manner.
•Handles all receiving and shipping functions in accordance with appropriate safety standards and handle all equipment and tools in accordance with manufacture's instructions.
•Shall provide assistance to other departments up request after Shipping & Receiving job duties are completed. Supervisor must first approve requests.
•Shall assist Bingo Inventory personnel with the verification of Bingo sheets delivered.
•Shall accept food and beverage deliveries during working hours.
•Shall perform any other duties as assigned by immediate supervisor.

QUALIFICATION REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or GED required.

SPECIAL QUALIFICATIONS

Must possess effective communication, organizational, and analytical skills. Must be extremely numbers-oriented and computer-literate. Prior warehouse and receiving experience preferred.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:
No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

•Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or

•A felony conviction of any kind in the immediately preceding two years
•A crime of any kind related to gambling in the immediately preceding two years
•A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
•A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

•"In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

Hiring in Gaming Positon is contingent upon criminal background check.

LANGUAGE SKILLS

Ability to read, analyze, and interpret basic instructions, furnished in written, oral or diagram form.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply commonsense reasoning to a variety of situations and deal with several abstract and concrete variables.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Employee is regularly required to lift and/or move up to seventy-five pounds, and must occasionally lift and/or move up to one hundred pounds or more.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.