



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 03/28/2025

Closing Date: 04/11/2025

Position Title: Class C Transporter, Cook, and Grounds Maintenance

Department: Tule River Tribal Elders

Work Schedule: Varies

Wage Rate: Pay Range 39: \$20.45-\$26.17/Hr./ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- GED or High School Diploma
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

TRTC APPROVAL:



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Class C Transporter, Cook, and Ground Maintenance

WORKSITE: Tule River Elders Building

GENERAL POSITION DESCRIPTION

Under the supervision of the Elders Chairman and in the absence of the Chairman, Vice-Chairman and Council while in session, the Class C Transporter, Cook and Grounds Maintenance provider will transport Elders over scheduled routes and /or to/from special excursions in a department vehicle, ensuring safety of Elder's during transport, loading and unloading from department vehicles including handicap vehicles, be knowledgeable of safe securing of passengers, assisting with driving needs during department led activities. In addition, this position maintains the facility grounds inside and outside and provides maintenance and building upkeep to the Elders Center. The Cook will serve, clean, prepare food, and complete related tasks with emphasis on food preparation.

DUTIES AND RESPONSIBILITIES:

1. Drives department class C vehicles for the purpose of transporting Elders.
2. Maintains assigned vehicles, both interior and exterior, for the purpose of ensuring safety, appearance, and sanitation of vehicles.
3. Fuels Assigned Vehicles (e.g. oil, water, fuel etc.) for the purpose of maintaining vehicles.
4. Responsible for documentation (e.g., daily mileage and condition reports, incident/accident reports, inspections, up to including disciplinary and positive behavior reports) to provide written support and/or convey information to the Elders Council.
5. Perform First Aid as necessary for the purpose of meeting the immediate health care needs of passengers.
6. Monitors passengers during transit for the purpose of maintaining order and ensuring the safety of passengers.
7. Attend meetings, trainings, etc. To maintain skills and meet department and license/state requirements.
8. Perform pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior conditions, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements.
9. Ability to maintain and operate ground machinery and equipment.
10. These duties will involve the driver of the vehicle as per policy and procedure.
11. Cooks and prepares food in a timely manner to ensure customer satisfaction.
12. Follow Procedures, schedules and assignments precisely.
13. Review menus to determine the type and quantity to be prepared.

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14. Test cooking procedures by tasting, smelling, and using a thermometer to determine that food is cooked properly, adjusting cooking times and/or temperatures as needed.
15. Must practice good personal hygiene.
16. Retrieve and return stock to and from refrigerators and storerooms.
17. Report any shortage of food or supplies.
18. Wrap and store unused food as needed.
19. Always follow all company procedures and health regulations.
20. Must attend and be certified in all applicable training programs required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read and comprehend policy & procedures, rules & regulations and operating instructions.
2. Must be knowledgeable in cleaning methods and cleaning solutions.
3. Ability to operate mechanical cleaners, polishers, buffers, and any other floor equipment.
4. Ability to write reports and correspondence.
5. Ability to add, subtract, multiply and divide.
6. Ability to take directions and follow orders.

QUALIFICATIONS

1. Must possess a High School Diploma or G.E.D.
2. Must possess a valid California Driver's license (Class C) and be insurable through the Tribe.
3. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
4. Must be able to handle extended hours and a flexible schedule when necessary.
5. Must possess excellent communication, presentation, and interpersonal skills.
6. Ability to multitask and prioritize.
7. Must be able to communicate with persons of various social, economic, and cultural backgrounds.
8. Must be a team player.
9. Must be willing to attend trainings and travel as needed.
10. Must possess certification in CPR and First Aid, and maintain throughout course of employment.
11. Must possess Food Handlers Certificate and maintain throughout course of employment.
12. Basic knowledge of vehicle maintenance preferred.

PHYSICAL DEMANDS

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. Acute hearing is required. work near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Must be able to lift up to 50 pounds.

This position reports to: Elders Chairman

TRTC APPROVAL:

Supervises: None

Salary: Pay Range 39: \$20.45-\$26.17/HR

Working Hours: Monday – Friday 8:00AM – 5:00PM Overtime Eligible/Paid Bi-Weekly/Flexible schedule when necessary

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENC

TRTC APPROVAL: