

Houlton Band of Maliseet Indians
Food Distribution Warehouse & Delivery Worker
Job Description

Job Title: Food Distribution Warehouse & Delivery Worker

Status: Full Time (40 hours)

Reports to: Food Distribution Program (FDPIR) Director

Pay Range: \$17.19-\$20.19

Summary: Under the supervision of the Food Distribution Program Director, will efficiently and effectively implement and monitor the USDA Food Distribution Program, following program guidelines. Will be responsible for to assist clients with intake, applications and determinations of eligibility. Will assist with the organization and cleanliness of the Food Distribution Program Center.

Essential Duties and Responsibilities

- Welcome clients at the Food Distribution Program Center and answer questions
- Responsible for intake of clients and assist in determining their needs
- Develop and maintain applicable forms for various programs and keep forms updated
- Assist clients in completing applications and placing orders
- Process commodities and pack, fill and deliver food orders as appropriate
- Document filled orders, report changes, adjustments or substitutions to the appropriate personnel
- Assist with completing and verifying inventory
- Sorts and stores perishable goods in refrigerated rooms and maintains a log of cooler temperatures and report any deficiencies
- Opens bales, crates and other containers and move to appropriate areas
- Assists in the maintenance of the warehouse while complying with the Food and Safety Standards
- Attend training as appropriate and requested for certification, safe distribution, handling and storage of food
- Maintain client confidentiality
- Function as part of the department team by covering office duties as requested
- Other duties as assigned

Education and Experience

Must have a high school diploma or G.E.D. Experience with operating a fork lift and warehouse equipment.

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 the job. Lifting up to 70 pounds, stocking shelves, moving storage. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application are available for download at our web site maliseets.net, at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business January 27th, 2026

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.