

Island Enterprises, Incorporated

Job Description

Position: Single Oyster Supervisor Assistant
Date: January 17, 2019
Salary Range: \$17.00 - \$22.00
Reports to: Single Oyster Inventory Supervisor
Position Opens: January 22, 2019
Position Closes: February 04, 2019

SUMMARY: This position involves manually culling, grading and packing oysters for orders. This position is also responsible to keep proper rotation of product in inventory sinkfloat for sales and transfer product from the beach inventory to the sinkfloat so product is always available. Will also assure that proper tagging of product for tracking reports required by DOH. (Department of Health) And Salish Seafoods

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following and other duties may be assigned:

- Work with supervisor or sales to fulfill customers orders.
- Make sure rotation of product is accurate for product being packed.
- Maintain proper amount of product in inventory sinkfloat for sales by transferring product from beach inventory.
- Assist with properly printing tags for the orders and assure product is tagged accordingly.
- Assist with tracking inventory by sizes and amount and track by using data reports.
- Assist with making sure product is available for orders due to tidal cycles.
- Assist with the making of packing supplies.
- Assure proper cleaning of work station is complete and all equipment used is properly cleaned and sanitized.
- Assist with all activities associated with single oyster seed.
- Assure all product is of the highest quality when being shipped out to customers.
- Assist in proper consolidation of product by customer and Salish Seafoods requests.
- Must be able to communicate with co-workers and management to assure all duties and assignments are completed accurately.

SUPERVISORY RESPONSIBILITIES: Yes

QUALIFICATIONS: 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/GED. Must complete HACCP (Hazardous Analysis Critical Control Point). Must have experience operating 40' power scow and hydraulic boom. Must have experience or training on a telescopic forklift and have attended forklift training class. Must have boater's safety card. Must have good mathematical skills. Must have computer experience.

LANGUAGE SKILLS: Ability to read and interpret documents, and procedures manuals.

REASONING ABILITY: Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel with frequent hand and wrist movements; and talk or hear. The employee is occasionally required to walk; reach with hands and arms; climb or balance; and stoop, bend, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and ability to adjust focus.

WORK ENVIRONMENT: The position is mainly in the plant processing and packing oysters but may revolve around the tide lands, working outdoors day or night in seasonal weather conditions.

SAFETY REQUIREMENTS: Workers will be required to wear life jackets whenever working on a boat or structure over water. Proper ear and eye protection will be provided when required. Must complete training for small boat handling, heavy equipment and forklift, to perform specific duties.

DRUG FREE WORKPLACE: The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

INDIAN PREFERENCE: Preference for Squaxin Island Tribal members is in effect for this position.

CONTACT: Human Resources (360) 426-3442.