



**ISLAND ENTERPRISES INC**  
Weaving a strong business foundation for the  
Squaxin Island Tribe's future.

## **SHELLFISH LABORER**

**Department:** Shellfish Laborer  
**FLSA Status:** Non-Exempt  
**Grade/Level:** 3  
**Opens:** August 28, 2023

**Job Status:** Full Time  
**Reports To:** Farm Manager  
**Work Schedule:**  
**Closes:** September 08, 2023

### **POSITION SUMMARY**

The Shellfish Laborer is responsible for performing a variety of tasks associated with developing, maintaining, planting, processing, and harvesting shellfish.

### **ESSENTIAL DUTIES**

1. Assists in tideland preparation for future oyster, clam, and geoduck crops.
2. Assists in predation control of oyster drills, starfish, crabs, and moon snails.
3. Harvests shellfish using a variety of techniques.
4. Grades and packs shellfish.
5. Plants shellfish crops using a variety of industry techniques.
6. Produces shell bags for oyster cultch.
7. Operates boat, equipment, and tools in a safe and responsible manner.
8. Performs clean up of work area and operation when tasks are completed.
9. Follows all safety and HACCP rules associated with specific duties.
10. Attends and/or facilitates all mandatory meetings and training.
11. Maintains confidentiality at all times.
12. Maintains awareness and sensitivity to Native American Culture.
13. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- This position has no supervisory responsibilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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, skills, and/or ability required.

### **POSITION REQUIREMENTS**

- Knowledge of and experience in working with tides.
- Continuously build knowledge and skills of all shellfish techniques.
- Reliable and dependable in meeting commitments and deadlines.
- Detail-oriented and thorough in completing tasks.
- Ability to participate as a team member and as an individual contributor.
- Ability to communicate with management and coworkers to convey information so others will understand.
- Ability to apply common sense to carry out written and oral instructions.



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- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **COMPUTER SKILLS**

- N/A

### **EDUCATION AND EXPERIENCE**

**Education Required:** High School Diploma or equivalent

**Education Preferred:** N/A

**Experience:** 6 months of industry experience

*A combination of education and experience may be considered as a substitute for a degree requirement.*

**Certificates & Licenses:** Washington State Boater License

### **PHYSICAL REQUIREMENTS**

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 essential functions of this position, employees will be required to:

- Frequently lift up to 75 pounds and carry, push, or pull heavy weights and lifting bags, boxes, trays, baskets, operating different types of equipment, lifting packing supplies, and the clean-up of plants, grounds, and equipment associated with specific jobs. Proper lifting techniques and back support should be used when working with heavy materials. There will typically be other coworkers that can assist with jobs that require substantial lifting, etc.
- The use of safety gear is required for all pertinent jobs.

### **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.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Frequently exposed to moving mechanical parts.
- The noise level is usually moderate.
- May be exposed to various weather conditions.



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**Other Requirements:** Must be able to pass a criminal background check and follow the Squaxin Island Tribe's drug policies.

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Disclaimer**

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

***Preference for Squaxin Indian Tribal members is in effect for this position. The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.***

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Employee Signature:

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Date:

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Manager Signature:

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Date: