

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: FOOD PRODUCTION & PROCESSING ASSISTANT
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME, SEMI-PERMANENT – ENDING DECEMBER 2026

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is under the supervision of the Director of Food Processing and indirect supervision of the Natural Resources ARPA Project Administrator. The purpose of the position is to fulfill duties related to food production and processing.

MAJOR JOB FUNCTIONS:

Actively participate in the following, either alongside other team members or alone:

- Daily duties related to processing food products
- Perform duties related to fruit and vegetable crops and other horticultural activities
- Assist in the management of inventories, shipping, and storage of food products
- Customer Service duties including assisting customers and point of sale purchases
- Other duties as may be assigned

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent
- Previous experience processing food products desired
- Ability to use processing machines and equipment
- Knowledge of food processing and handling regulations
- Ability to utilize cash registers and computer software
- Ability to handle transactions and resolve disputes
- Must possess high integrity regarding confidential and sensitive information
- Ability to work unsupervised and meet deadlines
- Ability to work beyond normal working hours if necessary
- May be subject to criminal background investigation
- Possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry a minimum of 50 pounds
- Moderate amounts of physical labor
- Duties are performed both inside and outside in all weather conditions

CONDITIONS OF EMPLOYMENT:

- Part-time, semi-permanent position fully funded with American Rescue Plan Act (ARPA) funding ending December 31, 2026.

DRUG FREE WORKPLACE POLICY: *Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.*

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

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