

CHAPTER TWO

RECRUITMENT

2. IN-HOUSE RECRUITING

The Human Resources Department shall post all job vacancies on designated Sac and Fox Nation bulletin boards for not less than three (3) working days as part of its "promotion from within" policy. These notices of job vacancies are primarily for Sac and Fox Nation employees to be aware of them first. The Director and/or Business Committee may request Human Resources to recruit both in-house and outside, concurrently, if justified.

The Human Resources department is taking In-House applications for the following position: Meal Delivery Driver (Part-Time). All applications must be received by Human Resources before the close of business April 20, 2021.

Meal Delivery Driver (Part-Time) #2021-25 (STROUD) will be responsible for meal deliveries, preparation, and all related kitchen duties, practices, health, safety, sanitation, and food storage. Prepares, packages, and delivers home bound meals to eligible Title VI participants at the nutrition site. Records daily meal counts of all home bound meals delivered/undelivered. Must have or be able to obtain a Food Handlers License. Excellent interpersonal communication skills. Ability to work in a fast paced, high-stressed environment. High school diploma or GED equivalent, preferred. Must be 21 years of age or older.