

Sisseton-Wahpeton Oyate

Job Description

Job Title: Warehouse Foreman

Reports to: Property & Supply Manager

This position is responsible for the maintenance and management of the warehouse. The foreman will oversee the equipment and organization of products within the facility. The Foreman will help provide products and services to both Property & Supply staff and Programs. Will need good organizational skills, experience, and knowledge of regulations to keep a safe environment while storing items for Departments and/or Programs.

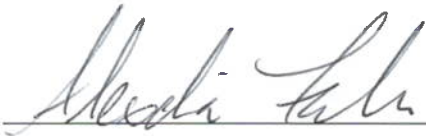
Duties and Responsibilities:

1. Organize the warehouse for quick and efficient storage.
2. Create and maintain a workstation database of supplies and location within the warehouse.
3. Keep up-to-date on certifications and license for staff and equipment.
4. Keep record and maintain filing system for delivered purchase orders for monthly reporting.
5. Enforce safety regulations and make sure equipment is up to code.
6. Set up billing for storage cost for programs items and deliver.
7. Deliver service notices to Managers to ensure proper payments.
8. Handle operations for environmental outdoor care, such as lawn maintenance products and ice melts.
9. Assist Data Entry Specialist with keeping supplies on hand and pricing larger product.
10. Assist with purchase orders to provide smooth transitions for products in-and-out of the warehouse as necessary.
11. Complete monthly report to Manager on storage cost, profits and product sales.
12. Be flexible and prepared to work in stressful situations and high paced environments
13. Show willingness to work alone or as a team when cooperating with others as needed.
14. Communicate with all department staff regarding purchases needed for tagging and for inventory reporting.
15. Organize and maintain record-keeping systems and procedures.
16. Attend meetings within department and others as requested by Managers
17. Have reports and records prepared for weekly reviews and monthly reporting.
18. Other duties as assigned by supervisor.

Qualifications:

Warehouse Foreman

1. 2 years of forklift experience.
2. 2 years warehouse experience- cleaning, stocking, reviewing expiration dates.
3. Must work and communicate in courteous, cooperative manner with employees and general public.
4. Experience with Microsoft Word & Excel
5. Have valid SD and Tribal Driver License.
6. Be able to drive large vehicles and trailers for deliveries.
7. Able to lift and move up to 30lbs.
8. Self-motivated and be able to work with minimal supervision.

Approved  Date 9/11/26