

KEWEENAW BAY INDIAN COMMUNITY

2019 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
DALE F. GOODREAU
RANDALL R. HAATAJA
KIM KLOPSTEIN
MICHAEL F. LAFERNIER, SR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

Tobacco Stamping Worker

(KBIC Members Only)

On-call, Part-time/as required (based on ordering schedule – weekly hours are dependent on size of retail orders), Non-exempt Position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Copy of HSD/GED
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4176
Fax: 906-353-8068

Email: personnel@kbic-nsn.gov

Distribution Date: March 22, 2019

Closing date: Open Continuously

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

TOBACCO STAMPING WORKER

Part-time/as required (based on ordering schedule – weekly hours are dependent on size of retail orders), Non-exempt Position

LOCATION:

KBIC TC Manufacturing Facility – Ojibwa Industrial Park

SUPERVISORY CONTROL: CEO

SALARY:

Grade 4 Minimum starting wage = \$11.47/hour

QUALIFICATIONS:

- High School diploma or GED or be working towards obtaining a G.E.D.
- Prior experience working in a manufacturing plant following set policies and procedures is preferred.
- Prior experience operating automated machinery and pallet jacks is preferred.
- Must have prior experience working independently as well as with a work crew.
- Must have the ability to learn and understand the operation of an automated stamping machine.
- Employment is contingent upon the satisfactory results of a pre-employment physical, drug test and background check.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

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INDIAN PREFERENCE: **KBIC Members Only.**

VETERAN PREFERENCE: Preference will also be given to qualified Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

PHYSICAL REQUIREMENTS:

- Must have good motor skills associated with hands and arms.
- Must have good physical strength
- Must have good eye sight
- Requires constant mental attention to machine operation and quality.
- Must be able to move at a fast pace and stand or walk for entire shift.
- Must be able to repetitively lift up to 50 lbs.
- Must be able to work in an indoor environment with excessive heat and constant noise. (safety equipment is provided)

DUTIES AND RESPONSIBILITIES:

- Loads cigarette cartons into the machine magazines on a repetitive basis.
- Sets the stamping machine up by loading rolls of stamps into the machine.
- Maintains continuous attention to product to ensure output quality.
- Numerous machine variables need to be inspected continuously and adjusted as necessary.
- Observe and regulate equipment gauges and sensors
- Report equipment malfunctions to supervisor.
- Fills out production and quality records as required.
- Must adhere to safe work practices
- Responsible for his/her own safety as well as for his/her crew members.
- Other duties as assigned by the CEO.
- Assists with the distribution of cigarettes to retail outlets.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression illustrating describing duties shall not be held to exclude other duties not mentioned that are similar of level difficulty.

Distribution Date: March 22, 2019

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General Manager Approved: _____



Date: _____

3/25/19