



## **Chickahominy Indian Tribe Vacancy Announcement**

### **Open Position: Substitute Food Delivery Driver**

**Position Summary:** This is a substitute (as needed) position within the Chickahominy Tribe's Title VI program and is contingent upon grant funding. The Food Delivery Driver reports to the Title VI program director and is responsible for the pickup and delivery of meals to eligible tribal elders living in the designated service area. The current delivery days are Mondays, Wednesdays, and Fridays, but will be changing to Tuesdays and Thursdays as of September 7, 2021.

**Salary and Benefits:** The salary for this position is \$15/hour. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

### **Position Responsibilities:**

- Pick up food from catering service;
- Ensure accuracy of catering order;
- Deliver food to Chickahominy Elders in a safe and timely manner;
- Maintain food delivery log to record and track number of meals being delivered and number of elders being served.

### **Position Requirements:**

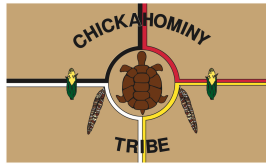
- Must be 21 years of age or older;
- Must have a valid state-issued driver's license and a clean driving record;
- Company vehicle will be provided for deliveries;
- Morning availability is required;
- Must be punctual, professional, organized, and able to communicate clearly with others;
- Positive attitude with a willingness to help and serve others;
- Ability to climb steps as needed to deliver meals;
- Ability to be flexible with work days;
- Technology proficiency is a plus.
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### **Position Qualifications:**

- Minimum of High School Diploma or GED

### **Application Process:**

- Applicants must submit a completed job application, cover letter, and resume.
- Incomplete applications will not be considered.



- Applications may be mailed to:  
Chickahominy Indian Tribe  
ATTN: Lindsey Johnson  
8200 Lott Cary Rd  
Providence Forge, VA 23140
- Applications may also be emailed to [Lindsey.Johnson@chickahominytribe.org](mailto:Lindsey.Johnson@chickahominytribe.org).
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
  - Chickahominy Indian Tribal Citizen
  - Citizens of other federally recognized Indian Tribes
  - General applicants