

## **Job Description: Fisheries workers, Fish Fillet Staff**

**Come and join our team! Become part of the Confederated Salish and Kootenai Tribes native fish conservation effort on Flathead Lake.**

**CS&KT Fisheries Program is hiring employees for the primary task of filleting fish and secondary task of general fisheries work. The employees will be hired under emergency hire with the tribal personnel office. Employees are needed to work variable shifts, up to 40 hours per week, depending on weather, at the Blue Bay fisheries facility. Work will begin the week of March 10<sup>th</sup> and continue until the late summer. Shifts will be Monday-Sunday and will be arranged in advance with the supervisor. Salary will be \$16.50/hr. Applicants are required to have a valid driver's license, must be able to lift 50 lbs., and must have a dependable means of transportation to and from Blue Bay. Experience in identification of fish species, filleting fish/and or food preparation, is helpful but not a requirement-training will be provided. Duties may include but are not limited to: assisting in collection and counting of fish at Blue Bay and other collection sites, recording numbers and lengths of fish, filleting, bagging, and storage of fish. Other duties may include: repair of research nets, cleaning of boats, boat house, delivery of processed fish, assisting with netting of fish on Flathead Lake, and other related duties as assigned. **TO APPLY: Fish Fillet Applications are available at the CSKT Personnel Department. Applications must be received at CSKT Personnel Dept. P.O. Box 278 Pablo MT 59855-406-675-2700 by March 3rd. Questions, contact: CSKT Fisheries @ 883-2888 ext. 7294. This position is CSKT Enrolled Members only due to being an Emergency Hire position.****



*PLEASE ANSWER THE FOLLOWING QUESTIONS:*

Can you work evenings? YES/NO Can you work weekends? YES/NO

Can you work weekdays? YES/NO Can you lift 50 lbs.? YES/NO

The work hours will vary depending on the amount of fish turned in during the day. Most days we will begin at 10:00 or 2:00 and finish between 7:00 & 9 in the evening. There may be a need for someone to help with netting and begin at 7:00 in the morning. Can you work early or stay later if needed?

Early: YES \_\_\_\_\_ NO \_\_\_\_\_ Later: YES \_\_\_\_\_ NO \_\_\_\_\_

Pulling nets and repairing of gill nets, cleaning work areas, garbage patrol, etc. are duties we will be responsible for during times we are not filleting fish. Are you willing to do these types of duties? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, please explain \_\_\_\_\_

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**You will be working with other staff that will depend on you being on time, being dependable, and reporting to work during shifts assigned. Working as a team each staff member will have duties to cover to make the fish processing successful. Are you willing to commit to working your shifts as assigned? YES \_\_\_\_\_ NO \_\_\_\_\_**

IF NO, please explain \_\_\_\_\_

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Are there any times you may not be available to be scheduled to work? \_\_\_\_\_

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All staff working for CSKT Fisheries work under Personnel Ordinance 69C and are accountable to themselves and the tribal policies/rules contained in it. Are you willing to follow the Personnel Ordinance?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Have you been employed by CSKT Fisheries in the past?**

**YES \_\_\_\_\_ NO \_\_\_\_\_**

**If YES, please explain when and the length of your employment. \_\_\_\_\_**

\_\_\_\_\_

**If yes, were you able to finish the length of your employment time? YES \_\_\_\_\_ NO \_\_\_\_\_**

**If NO, please explain \_\_\_\_\_**

\_\_\_\_\_

**Staff will be required to handle fish in a professional and humane manner. We ask that everyone be courteous and helpful to anglers, and assist them when needed. Aprons, hats, and gloves will be available to be worn when processing fish, hair must be pulled back or covered, and we ask that your clothes be clean and appropriate. Fisheries staff will be required to work closely with the anglers/public during the event. You are representing the fisheries program and CSKT Tribes.**

**Do you agree to work following these guidelines?**

**YES \_\_\_\_\_ NO \_\_\_\_\_**

***I am signing this Fish Process Staff Hiring Application with the knowledge that I understand and agree to the above hiring policies.***

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date Signed**

***OFFICE USE ONLY***

Date/Time Called (#1)

Date/Time Called (#2)

Date/Time Called (#3)

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**POSITION DESCRIPTION**  
**CSKT Fish Processor**  
**Natural Resources Department-Fisheries**

**Background**

Harvesting of non-native lake trout began in 2002 and has increased each year. Management tools include using anglers and netting to restore balance and bring diversity back to the fishery of Flathead Lake as called for in the Flathead Lake Co-Management Plan. The plan calls for a slow reduction of non-native lake trout. CSKT Fisheries staff has been processing the fish for distribution to food banks in the Flathead Valley from Whitefish to Missoula and for a retail market. We anticipate continual growth in the fishing events and the netting program and expect the 2025 Spring Event and netting season to be no exception.

**Duties include but are not limited to:**

- Assist in collecting and counting fish as they are turned in, identification of different species of fish, including bull trout.
- Assist recording numbers and lengths of fish using proper technique
- Filleting, cleaning, bagging, storage, & delivery of fish turned in using proper and safe techniques and instructions given by fisheries staff
- Cleaning and sanitization of fish preparation areas, coolers, and boat house area-keeping areas clean, equipment clean, floors swept, garbage disposed of, etc.
- Off-loading of fish, assisting anglers, or loading of fish or fish by-products from or into vehicle or boat for delivery or disposal.
- Assisting in food preparation and conducting the awards ceremony
- Examining fish and identifying tagged fish
- Loading and unloading fish from a walk-in freezer operating at -10 degrees. Be prepared with jacket, sweatshirt, hat, etc.
- Construction and repairing of gill nets used for fisheries research.
- Assisting with gillnetting on Flathead Lake from the netting boat.
- Campground clean up and monitoring

**Qualification Requirements: Employees must be versatile and willing to perform various tasks that are involved with the processing of fish, including off-loading, cleaning, freezing, packaging, warehousing and shipping. All work tasks require physical stamina. Working conditions depend upon the tasks assigned. They could be noisy where machines are operating, wet where fish are being cleaned, and cold where fish are being frozen and packaged, or all of the above. The work is repetitive due to the volumes of fish and the mechanization of the process. Most tasks involve working long hours while standing at a workstation. Periodically, workers rotate from one workstation to another to give everyone some variety. Workers need to get along well with other people, follow directions, and abide by safety and health rules. We are processing food for human consumption, and follow strict regulations for processing and cleanliness, including personal hygiene for each employee.**

**Direction Received:**

- Will work under the supervision of fisheries staff in charge of Mack Days Event and the netting program at the Blue Bay fish working area.
- You will need to provide your own lunch-coffee/tea provided. Microwave and hot plate available.

**Supervision Exercised:**

- None

**Working Relationships:**

- Fish processors will receive direction from fisheries staff, and will have direct contact with the public and must be able to interact with them.
- Staff is expected to work independently to keep work areas clean, washing coolers, sinks, equipment, etc. as needed. Being a self-starter is important-cell phone use must be kept at a minimum. Smoke breaks kept to a minimum.
- Frequent clean-ups, during shifts and after, including floor mopping. Mack Days are held Monday-Sundays-March 13<sup>th</sup> to May 10<sup>th</sup>. Staff days and shifts will be staggered during that time to accommodate schedules.
- Dates for work may extend for a longer period of time after the end of the fishing event.
- Working hours will typically begin at **9:00 or 10 am Monday through Thursday**, and **2:00** p.m. Friday through Sunday, except when staff are notified in advance of changes, and will continue until fish are processed and stored in freezers each evening and area is cleaned and sanitized or until fisheries staff deems otherwise-9:00 pm is a targeted closing time when we are working weekends-clean up by 9:30.

**Training:**

- Current driver's license,
- Good physical condition
- Knowledge of food preparation and sanitation would be useful.
- Experience filleting fish helpful but not necessary
- Record keeping helpful but not necessary

**Knowledge**

- Some knowledge of fish filleting/cleaning would be helpful
- Ability to identify fish species of Flathead Lake-you can learn as you go

### **Abilities/Skills**

- Must be able to demonstrate a high level of dependability and self discipline relative to being on site at the appropriate time and place
- Must be reliable and dependable
- Must be able to follow directions
- Must be able to communicate questions effectively and work in a crew environment
- Must be able to work safely with knives and machinery
- Must be able to work weekends and evenings
- Must be able to lift 50 lbs.
- Must be able to stand for several hours while processing
- Must be in good health and able to work in a food safe environment
- Must be able to drive a fisheries vehicle to fish collection sites when needed.
- Must be able to load & deliver coolers of fish to food banks when needed
- Fish fillet staff works as a team and depends on staff being on site when scheduled

### **Hours of Work**

**The length of the workday varies depending on the availability of fish. Employees should be prepared to work up to 6-10 hour days, and should be aware there could be days with little or no work. We are weather dependent: cold, windy, days mean small numbers of fish.**