**CONFEDERATED SALISH AND KOOTENAI TRIBES**
**OF THE FLATHEAD NATION**
**PO BOX 278**
**PABLO MT 59855**
**(406) 675-2700**
**PERSONNEL OFFICE FAX: (406) 226-2562**
**WEBSITE: cskt.org/personnel**
**E-mail: shelley.grenier@cskt.org**

# ****V A C A N C Y A N N O U N C E M E N T****

**TITLE:** Lead Butcher - Temporary Employment Agreement (TEA) position (Opportunity to transfer to Full-Time when Corporation is fully operational)

**LOCATION:** Ronan, Montana

**SALARY:** $25.00 per hour

**CLOSING DATE:** Monday, January 26, 2026, at 5:30 p.m.

## SPECIAL CONDITIONS:

**This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy.** ***The successful applicant, if not currently employed by the Tribes, or transferring from a non-safety sensitive position to a safety-sensitive position, must complete & pass a pre-hire drug screen and serve a mandatory six (6) month probationary period.***

The Lead Butcher is a key position at SQK Quality Meats, Inc. This position is responsible for overseeing daily meat processing operations, ensuring quality, efficiency, and compliance with food safety standards. The Lead Butcher provides critical leadership in training and supervising butchering staff, coordinating slaughter and processing activities, maintaining quality product consistency, and ensuring timely fulfillment of both custom and retail orders.

## DUTIES INCLUDE:

- Supervise and coordinate daily activities of butchering and processing staff.
- Assign processing orders, monitor progress, and ensure production goals and deadlines are met.
- Train and mentor staff in safe and efficient meat cutting, trimming, deboning, and packaging practices; focused training on slaughter and processing equipment
- Foster a positive, team-oriented work environment focused on safety, quality, and efficiency.
- Maintain effective communication with management, food safety, and front-of-house teams to align daily priorities.
- Lead and participate in all aspects of animal processing, including humane slaughter, carcass breakdown, trimming, deboning, grinding, and packaging.
- Trains on the Progressive Scale inventory system and implements for product flow from slaughter through fabrication to ensure traceability and compliance with food safety procedures.
- Ensure proper receiving, handling, and tracking of livestock and carcasses according to USDA and company protocols.
- Operate and maintain processing and slaughter equipment in safe working condition.
- Coordinate with the Food Safety Administrator to document and monitor HACCP control points.
- Serve as the primary lead for slaughter operations as needed.
- Perform precise butchery on beef, pork, lamb, and other species as required.

- Ensure consistency and accuracy in cutting, trimming, and portioning according to customer specifications and company standards.
- Assemble and oversee custom and wholesale orders for customers and ranch clients.
- Inspect meat products for quality, appearance, and freshness before packaging.
- Ensure product presentation meets brand standards and customer expectations.
- Operate and oversee smokehouse equipment for value-added meat products, including sausages, jerky, smoked meats, and specialty items.
- Monitor recipes, batch records, cook logs, and temperatures to ensure quality and food safety standards are met.
- Collaborate with management to develop new or seasonal value-added products.
- Coordinate livestock scheduling and receiving in partnership with ranchers, haulers, and the administrative team.
- Inspect animals including indigenous game upon arrival for identification, health, and quality.
- Maintain humane handling standards throughout receiving and slaughter processes.
- Accurately log animal intake information, weight, and producer identification.
- Ensure all cutting tools and processing equipment are properly maintained, sanitized, and stored.
- Enforces strict adherence to Operations Process Step consistent with the Operating Manual to meet company and USDA sanitation procedures.
- Participate in or lead daily and weekly cleaning and sanitation routines.
- Maintain a clean, organized, and safe production environment at all times.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- High school diploma or GED required; technical or trade training in meat cutting or processing preferred.
- Minimum of 5 years of experience in meat processing and slaughter operations required.
- Proven experience working with turnkey and smokehouse equipment.
- Strong knowledge of carcass fabrication, yield management, and meat quality grading.
- Understanding of HACCP principles and USDA inspection standards.
- Experience with livestock receiving and humane handling practices.
- Expert knife and cutting skills with attention to precision and efficiency.
- Commitment to safety, cleanliness, and quality.
- Strong communication and collaboration skills across departments.
- Must be able to stand and work for extended periods (8+ hours).
- Must be able to lift and move up to 75 lbs. regularly.

**Interested applicants may obtain further information by requesting a copy of the full Position Description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

**SUBMIT:**

1. Tribal employment application.
1. Copy of relevant academic transcripts and training certificates.
2. Copy of a current, valid Driver's License.
3. Proof of enrollment in a federally recognized Tribe, if applicable.
4. If you claimed Veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION FROM THE SCREENING PROCESS.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, P.O. Box 278, Pablo, MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Jacob Welker, General Plant Manager @ 406.675.2700, Ext. 9434.