

# RED CLIFFS CHEVRON CASHIER/PART-TIME

## Position Announcement

### JOB SUMMARY:

Cashiers at the Chevron C-Store must have great customer service skills, cashiering experience, and knowledge of retail sales and inventory.

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<b>DEPARTMENT:</b>	Red Cliffs Convenience Store/Economic Development
<b>SUPERVISOR:</b>	Store Manager/Tribal Administrator
<b>STATUS:</b>	Part-time, permanent/
<b>In-House/Tribal Applications Due:</b>	<b>July 27, 2020</b>
<b>All other Applications Due:</b>	August 3, 2020 or UNTIL FILLED
<b>Salary:</b>	\$11.00hr/DOE

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### DUTIES & RESPONSIBILITIES:

This position requires familiarity with cashiering and retail sales.

- Provide pleasant and courteous service to customers at all times;
- Run computerized cash register efficiently and accurately;
- Stocking/facing products for sale; assist with the retailing process of selling goods
- Complete shift chores in a timely manner – includes bathrooms, floors, countertops, windows, etc.
- Must be able to communicate effectively, problem solve and have the ability to project the desired tribal image of courteous, friendly service to customers
- All other duties as assigned

### MINIMUM QUALIFICATIONS:

- Must have excellent customer service skills and have the ability to engage with customers.
- Reconcile all sales at end of shift and account for all cash and receipts.
- Inform Manager of general inventory needs
- Must possess knowledge of retail sales principles, cashiering and inventory methods.
- Must be able to handle cash transactions, be responsible for general cleanup, restocking of inventory and performing all related duties as necessary.
- Must be able to work all shifts including mornings, evenings, weekends and holidays
- Must pass a fingerprint and criminal background check according to P.L. 101-630 standards

**DRUG-FREE WORKPLACE POLICY:** The Kaibab Band of Paiute Indians has a zero-tolerance drug use policy. This position requires pre-employment and random drug testing.

**Employment applications** are available online at [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located on 2 North Pipe Springs Road Fredonia, AZ 86022. For more information, contact the Human Resource Director at (928) 643-8307.

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND  
ADHERES TO THE INDIAN PREFERENCE ACT