CONVENIENCE STORE ASSISTANT MANAGER

Job Summary:
Assist manager with daily operations of the Red Cliffs Chevron Station/Convenience Store by helping to ensure the overall success of the store. Assist with controls, reporting, and staff to efficiently grow the business to ensure profitability and provide a positive customer experience.

<table>
<thead>
<tr>
<th>Department:</th>
<th>Red Cliffs Chevron</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>C-Store Manager</td>
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<tr>
<td>In-House/Tribal Only Applications Due:</td>
<td>September 13, 2021</td>
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<td>All Other Applications Due:</td>
<td>UNTIL FILLED</td>
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<tr>
<td>Status:</td>
<td>Full Time/Benefits after 90 days</td>
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<td>Salary:</td>
<td>$14.00/hour</td>
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Duties & Responsibilities:
- Assist in managing the daily operations of the convenience store
- Perform a variety of duties personally and/or supervises employees performing duties
- Provide training to new cashiers in all aspects of cashier duties and responsibilities
- Plan and prepare work schedules and assign duties necessary in day-to-day operations
- Oversee employees in preparing merchandise displays and in keeping merchandise stocked
- Perform cashier duties, inventory merchandise, reconcile cash with sales receipts, keep operating records, and prepare daily record of transactions
- Order merchandise weekly to keep store properly stocked
- Ensure store employees are in compliance with established security, sales, and record keeping procedures and practices
- Prepare daily reports, invoices, gasoline data, etc
- Provide prompt, courteous customer service and professionally resolve customer issues
- Conduct performance and disciplinary discussions in Store Manager’s absence
- All other duties as assigned

Minimum Qualifications:
- Two years related experience in retail or convenience store management. Experience in sales and marketing a plus, but not required
- Ability to stand and/or walk for an entire shift and occasionally lift and/or carry up to 60 pounds
- Ability to push/pull with arms up to a force of 20 pounds; bend at waist with some twisting; grasp, reach and manipulate objects with hands up to all day
- Must have a high school diploma or GED
- Must pass a background check and pre-employment drug testing
- Must have a valid driver’s license with a good driving record and be insurable

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment, accident, and random drug testing. Candidates will be required to understand the importance of confidentiality and sign a Confidentiality Agreement. Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. For more information, contact the Human Resource Director at (928) 643-7245.