**RED CLIFFS CHEVRON CASHIER/PART-TIME**

**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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**DEPARTMENT:** Red Cliffs Convenience Store  
**SUPERVISOR:** Store Manager  
**STATUS:** Part-time, permanent

**In-House/Tribal Applications Due:** March 4, 2022  
**All other Applications Due:** UNTIL FILLED  
**Salary:** $11.00/hr/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
- Must possess a valid driver’s license
- Highschool Diploma or GED

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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.