



Tribal Nation Flower Company
Coarsegold, CA 93614
Phone: (559) 412-5590 – FAX: (559) 400-0340
Email: Jobs@chukchansi-nsn.gov

POSITION DESCRIPTION – STORE MANAGER

Reports To: TNFC MANAGEMENT COMPANY **Department:** Tribal Nation Flower Company

Status: Full-Time / Exempt

Salary Range: \$65,000 Annual

SUMMARY AND SCOPE:

The Store Manager is the backbone of Tribal Nation Flower Company. The Manager's main responsibility is to coordinate and facilitate transactions of the store. You must maintain records, facilitate contact with producers, embrace customer and staff education and understand marketing. As a manager, you will train employees, maintain staff and financial records, and assist in determining the best prices based on market conditions. The General Manager reports directly to TNFC Management Company and assists with inventory, marketing, and promotions.

PRIMARY RESPONSIBILITIES:

- Implement all operational rules, regulations, policies, and procedures to advance Tribal Nation Flower Company's vision, goals, and objectives.
- Help to coordinate and facilitate all wholesale and retail transactions and operations.
- Manage, supervise, and direct the activities of all assigned staff and make recommendations regarding hiring, disciplining, terminating, and advancing employees.
- Implement company policies and ensure staff adhere to best practices.
- Manage and inspire staff to deliver the highest level of customer service and experience.
- Review employee performance regularly and maintain employee records.
- Ensure safety and satisfaction of all customers and employees.
- Ensure ongoing staff education on wellness products, strains, and consumption methods.
- Assist in the development of budgets and sales forecasts.
- Fulfill staffing needs and coordinate employee scheduling.
- Maintain expert knowledge of all products in-store, as well as industrywide product and trend knowledge.
- In-depth knowledge of cash handling standards.
- Maintain and process online customer orders.
- Maintain cash handling standards and audit cash drawers.
- Vault balancing and audits, cash exchange for Retail Budtenders drawers
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma / GED
- Must be 21 years of age or older
- A Passport quality photo
- Exceptional customer service skills
- Accurate data entry and record-keeping
- Proficiency in Microsoft Word, Excel, Outlook, and email and internet applications.
- Excellent communication and interpersonal skills
- Ability to work in a fast-paced, changing, challenging, and busy environment
- Basic math skills
- Must have a valid Driver's License.
- Must successfully pass a background check
- Must successfully pass a drug test for all substances non-cannabis

PREFERRED QUALIFICATIONS:

- One-year Tribal Cannabis Dispensary Management
- 3-5 years of management experience, including Retail management
- Bilingual (English/ Spanish) applicants are strongly preferred
- Knowledge of customer marijuana policies, law, compliance, and regulations

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter and Resume
- If claiming Tribal or Native Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum

qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Employee Signature)

(Date)

(Human Resources Representative Signature)

(Date)