



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

Phone (559) 412-5590 – Fax (559) 666-3321

Chukchansi Sovereign Enterprises

JOB DESCRIPTION – TRAVEL CENTER GENERAL MANAGER

Reports To: Chukchansi Sovereign Enterprises (CEO)

Department: Chukchansi Crossing

Status: Exempt

Salary Range: D.O.E.

SUMMARY AND SCOPE:

Travel Center managers are responsible for overseeing all aspects of their Chukchansi Travel Center. The General Manager ensures that everything is running smoothly, from the pumps to the cash register to the cleanliness of the restrooms. They may also be responsible for hiring and training new employees or helping current employees grow within the Travel Center. This might include providing additional training or coaching on topics such as customer service or safety procedures.

PRIMARY RESPONSIBILITIES:

- Maintaining a clean and safe working environment by following safety procedures and protocols
- Ordering and maintaining inventory levels of all products sold at the station, including fuel, food, beverages, tobacco products, automotive supplies, and other items.
- Coordinating the delivery of fuel to the station and ordering additional supplies as needed
- Communicating with suppliers about pricing changes in order to plan for future expenses.
- Managing employee recruitment and training efforts to ensure that all employees are properly trained in their job duties.
- Monitoring pump prices to ensure that they are consistent with market prices for similar stations in the area.
- Scheduling employees' work hours based on business demands and staffing requirements.
- Conducting employee performance reviews to ensure that individuals are meeting job requirements.
- Monitoring cash flow to ensure that the business has enough capital to pay bills on time and make investments in equipment or facilities.

QUALIFICATION REQUIREMENTS:

- Bachelor of Arts Degree in Business Administration or related fields *preferred*.
- Minimum of two years of experience in a gas station, or related field, such as retail or customer service.
- Proven management experience in a customer service environment
- Working knowledge of POS System, and SSCS

- Strong understanding of state and federal laws governing the sale of gasoline and other regulated products.
- Ability to lift 50 pounds.
- Excellent communication, interpersonal, and leadership skills
- Ability to work long hours, including nights and weekends.
- Basic math and computer skills
- Flexibility to handle multiple tasks simultaneously.
- Must possess a valid State-issued Driver's License and insurance.
- Must be able to pass in-depth background check.
- Must pass drug test.

APPLICATION PROCESS:

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

- Completed Application
- Cover letter *and* Resume
- If claiming Tribal 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.
- 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)