



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

POSITION DESCRIPTION – RETAIL SUPERVISOR

Reports To: Store Manager

Department: Tribal Nation Flower Company

Status: Full-Time / Non-Exempt

Salary Range: \$21.00 - \$23.00 per hour

SUMMARY AND SCOPE:

The Retail Supervisor is an entry-level manager who has the authority over Tribal Nation Flower Company's budtenders with their daily progress and performance. The Retail Supervisor works alongside Management to interview and assess potential new staff. Retail Supervisor assists with managing employee schedules and payroll. Retail Supervisor ensures the store operates safely and with in stock merchandise for the customers. The Retail Supervisor will interact with vendors, customers, and manager loss prevention. The Supervisor will ensure the staff is complying with company and safety policies and regulations.

PRIMARY RESPONSIBILITIES:

- Keeping up with communication and knowledge posted on Slack
- Managing the workflow of their employees, creating team schedules, and delegating tasks
- Assessing the work performance of their employees and identifying areas that need improvement
- Ensuring that business goals, deadlines, and performance standards are met
- Communicating with retail staff to maintain traffic flow, minimize wait times, and maximize customer sales and satisfaction
- Assist with the training and onboarding of new hires to make sure they understand their roles
- Clean the store and ensure products are properly displayed before the store opens
- Maintain the organization of sales stations and dispensary through daily upkeep
- Advise customers concerning particular products or services
- Organizing shift schedules for team members
- Monitoring attendance, tardiness, and time off
- Supervising employees and assisting with tasks as necessary
- Handling customer issues and managing conflicts
- Adhering to company policies and health, safety, and employment standards
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma / GED
- A valid State issued Driver's License
- A Passport quality photo
- Must be 21 years of age or older
- Exceptional customer service skills
- Accurate data entry and record-keeping
- Must successfully pass a background check
- Must successfully pass a drug test for all substances non-cannabis

PREFERRED QUALIFICATIONS:

- Bilingual (English/ Spanish) applicants are strongly preferred
- Prior cannabis knowledge, education, or certification in the cannabis industry
- 3-5 Years experience in a similar role
- Proficiency in Microsoft Word, Excel, Outlook, and email and internet applications
- Knowledge of customer marijuana policies, law, compliance, and regulations
- Ability to maintain a consistent teamwork mentality
- Ability to work in a fast-paced, changing, challenging, and busy environment

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)