



## ***Picayune Rancheria of the Chukchansi Indians***

Coarsegold, CA 93614

(559) 412-5590 – FAX (559) 400-0340

### **Chukchansi Sovereign Enterprises**

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#### **POSITION DESCRIPTION – SUPERVISOR CASHIER**

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**Reports To:** General Manager

**Department:** Chukchansi Sovereign Enterprise

**Status:** Non-Exempt

**Salary Range:** \$19.50 per hour

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#### **SUMMARY AND SCOPE:**

The Cashier Supervisor manages a team of store cashiers within the Crossing Travel Center. The supervisor is responsible for adequate staffing to ensure that the customer wait time is minimized. The Cashier Supervisor greets customers, answers questions and resolves issues and is responsible for training of cashiers.

#### **PRIMARY RESPONSIBILITIES:**

- Resolve customer complaints and maintain excellent customer relations.
- Monitors Cash drawers for overages and/or shortages.
- Verifies daily deposits.
- Trains cashiers on all aspects of their position.
- Monitors equipment condition to ensure it remains in working order.
- Establishing a positive work environment for all employees
- Assisting customers with purchasing items
- Preparing reports for every cash register
- Assisting other cashiers when necessary
- Resolving issues with point-of-sale (POS) systems
- Ensuring clean workspaces
- Interacting with customers and determining their needs
- Performing price checks
- Overseeing employee breaks, especially during busy periods
- Cashing out registers
- Achieve and Maintain Certifications, Alcoholic Beverage sales, and Food Handler Certification, Propane certification.
- Scan in Inventory, inventory control
- Control Walk in and Freezer inventory and Health and Safety requirements
- Perform other duties as assigned

#### **MINIMUM QUALIFICATIONS:**

- Must be at least 21 years of age.
- Must be able to work rotating shifts
- 1 year of experience with familiarity with retail business.

- Knowledge of products and supplies.
- Close-out and reconcile registers daily.
- Must be organized and take direction well.
- Must have a flexible schedule including but not limited to nights, weekends, and holidays.
- Accountability and accuracy in reconciling sales receipts and records.
- Customer service skills to maintain positive customer relationships, encourage customer loyalty and resolve conflicts.
- Excellent communication to interact with team members and customers.
- Ability to work in a fast-paced and stressful environment.
- Attention to detail to maintain accurate inventory and transaction records.
- Knowledge of point-of-sales system.
- Must have a valid Driver's License.
- Must pass a pre-employment background check and drug screening.

**APPLICATION PROCESS:**

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

- Completed Application
- 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.
- 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](mailto: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.

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(Employee Signature)

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(Date)

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(Human Resources Representative Signature)

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(Date)