



Picayune Rancheria of the Chukchansi Indians

Coarsegold, CA 93614

(559) 412-5590 – FAX (559) 400-0340

Chukchansi Sovereign Enterprises

POSITION DESCRIPTION – CASHIER - Graveyard

Reports To: General Manager

Department: Chukchansi Sovereign Enterprise

Status: Non-Exempt

Salary Range: \$17.00 per hour

SUMMARY AND SCOPE:

The Store Cashier is the face of the Crossing Travel Center through positive interactions with customers, processing sales, package purchases and maintain accurate transaction records. The cashier will process cash, debit, and credit transactions using Point of sale (POS) system. The cashier needs to have a working knowledge of products, merchandise promotions, and advertisements.

PRIMARY RESPONSIBILITIES:

- Greeting and assisting customers with products and providing them with information regarding products and services.
- Resolve customer complaints and maintain excellent customer relations.
- Scanning items and coordinating payments for gas and in-store purchases.
- Managing cash, debit, and credit card transactions.
- Demonstrate excellent communication skills while processing orders while handling all POS money transactions with accuracy and efficiency.
- Maintain cash shortages and overages.
- Process merchandise information through the store computer system, POS register system and complete all cash, credit/debit card transaction, and required paperwork according to policy.
- Achieve and Maintain Certifications, Alcoholic Beverage sales, and Food Handler Certification, Propane certification.
- Verifying customer identification when purchasing Alcoholic Beverages.
- Fill Ice bags and maintain ice cooler.
- Prepare Food and clean kitchen.
- Maintain walk-in and various store coolers.
- Cleaning the gas station, convenience store, and restrooms.
- Stock shelves, rotate merchandise and mark prices.
- Dispense Propane
- Maintain a clean environment for the workers and customers.
- Reporting of issues with equipment.
- The Cashier works with the team to meet store sales goals and to create a positive work environment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be at least 21 years of age.
- Must be able to work rotating shifts
- Ability to calculate sales and change quickly.
- Accountability and accuracy in reconciling sales receipts and records.
- Service-oriented and willing to help patrons.
- 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.

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 **4:00PM 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)