



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – TRAVEL CENTER ASSISTANT MANAGER

Reports To: General Manager

Department: Chukchansi Sovereign Enterprises

Status: Non-Exempt/Full-Time

Salary Range: \$22.00 - \$25.00 per hour

SUMMARY AND SCOPE:

Assistant Manager will support the overseeing of any areas in the Gas Station with a focus on daily operations. Managers possess strong leadership, communication and relationship skills. They are expected to support senior leadership by developing and assuming basic management responsibilities. This role leads other associates by coaching, giving direction and may include staff training and performance management, scheduling, payroll and interviewing. They will also promote an atmosphere that ensures customer and associate satisfaction. The Assistant Manager is responsible for making product recommendations, protecting the retail environment and processing forms of payment and financial acumen.

PRIMARY RESPONSIBILITIES:

- Assist the gas station manager in handling the day to day operations of the gas station and convenience store.
- POS operations, both fuel and non-fuel.
- Cash handling skills by the recognition of counterfeit money, balancing drawer at end of shift, manage daily deposits.
- Manage the employees.
- Order, receive, maintain, and organize all store merchandise and restocking activities.
- Maintain merchandise displays, placement of front face products.
- Maintain quality of hot foods and pricing.
- Establish professional relationships with vendors ensuring goods are delivered in a time efficient manner
- Follow site cleanliness procedures.
- Assist in the training of personnel.
- Understand and follow fuel operations and environmental safety procedures; know when to use the emergency shut off and where it is located, what to do in the event of a drive off or fuel to skin contact, etc.
- Know and follow alcohol and tobacco sales laws; ask for ID every time, do not sell to underage customers or those who cannot verify their age.
- Act as the Manager in the absence of the General Manager.
- Perform other duties assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or GED is required. AA degree in business preferred.
- At least one year of experience in customer service.
- At least one year of of supervising a team.
- Must have capability to upsell products.
- Knowledge of general computer skills.
- 2 years of experience in cash handling skills.
- Excellent written and verbal communication skills.
- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.
- Manage multiple tasks and meet deadlines.
- Must have a valid Driver's license and DMV printout.
- Dependable transportation.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

APPLICATION PROCESS:

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

- Completed Application
 - Cover Letter *and* Resume
 - Documentation of completion of Higher Education
 - If claiming Tribal or Native 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.