



TRIBAL NATION FLOWER CO.

JOB POSTING CLOSING DATE: 1/16/2025

Job Title: Retail Supervisor
Reports to: Store Manager
Salary Range: \$21.00 - \$23.00 per hour
Classification: Full Time, Non-Exempt
Status: Full-Time, Regular
Location: Coarsegold, CA

JOB SUMMARY

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 with a 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.

Essential Duties

- 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
- Training and onboarding 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
- Valid State issued Driver's License



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- A Passport quality photo
- Must be 21 years of age or older
- Must successfully pass a background check
- Must successfully pass a drug test for all non-cannabis substances

Preferred Experience

- 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
- 3-5 Years' experience in a similar role

Required Knowledge, Skills, and Abilities

- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate and maintain confidentiality

Application Process:

Submit the following:

- Completed Application
- Resume
- If claiming Tribal or Native Preference, documentation is required
- 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@chukchansinnsn.gov



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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 meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

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

HR Representative Signature

Date