



JOB DESCRIPTION

Job Title: Cashier
Reports to: Manager
Salary: \$15.00

Department: FMDC- FMSS/AVISS/TCS
Employment Status: Full Time
Driving Classification: Occasionally

Summary: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily and consistently. Receives cash from customers or employees in payment for goods or services, prepare food items for customers. May stock product and assist customers, as required. Prepares and cooks for customers' hotdogs, pizza, grill items and cookies. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions:

- Provide excellent Customer Service.
- Run Cash Register/Computer
- Exchange money, countdown bank at end of the shift.
- Must be able to balance end of shift.
- Answering telephone, dealing with customer complaints, handling vendor deliveries, and ordering.
- Stocking merchandise, rotating stock on shelves, pricing of goods, restocking ice, handling CO2 tanks and syrup boxes.
- Stores, prepares and selects pizza type cooking according to instructions. Stores frozen pizza's according to instructions. Thaws and removes for use as required. Packages pizza storing in warmer available for customer purchase.
- Cleans work area and food preparation equipment after each use, checking at end of each shift. Cleans and maintains facility.
- Responsible for Day to Day operations of store.
- Accountable for the money in the till during the assigned shift.
- Keeps manager/asst. manager informed of general inventory needs.
- Assists in stocking and restocking of inventory, facing up shelves.
- Responsible for mopping, picking up and taking out garbage, cleaning the shelves, cold box, windows, counters, etc. (Duty List)
- Answers customers' inquiries and handles complaints.
- Enforces and follows store's policies and procedures.
- Other duties as assigned or required.

Qualifications:

- Must be over 18 years of age.
- Must pass a pre-employment alcohol/drug screening.
- Must be able to work weekends, evenings, and holidays.
- Must be dependable.
- Must have good math skills and manual dexterity.
- Must have skills in operating electronic cash register.
- Must have knowledge of Food Stamp Program.
- Must demonstrate friendly, service-oriented and responsible attitude.

- Must be able to follow verbal and written instructions of supervisor.
- Must have the ability to establish and maintain effective work relationships.

Education

- Must have High School Diploma or GED

Experience:

- Experienced effective and efficient communications.
- Experience in cashiering convenience store.
- Experience in customer service.
- Must have the ability to take instruction when necessary.
- Must have experience to correctly count money, return change and balance a cash register.

Certificates and Licenses:

- Must possess or be willing to obtain training specifically related to convenience and fuel stations; UST(underground storage tank) training, Tobacco sales training, Alcohol sales training and Food handlers training. All training will be provided and can be completed online.

Physical Demands:

- Must possess strength and agility to lift up to 50 lbs. on occasion and/or a negligible amount of force frequently to lift, push, pull or otherwise move objects.
- Regularly required to stand for long periods of time, walk, climb, balance, reach, stoop, kneel, crouch or crawl. May be required to lift or move objects up to 50 pounds. Specific vision requirements for this job include distance vision, depth perception, peripheral vision, color vision and ability to focus.
- Regularly exposed to desert temperatures, wet and/or humid conditions, outside weather conditions and various temperatures, moving mechanical parts, high or precarious places, toxic or caustic chemicals, vibration and sharp objects. The noise level in the work environment is usually moderate.

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe/FMDC reserves the right to amend or revise the functions and duties of the job which could change responsibilities to meet business and organizational needs.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee.

Employee's Name (print)

Employees Signature Date

Supervisor's Name (print)

Supervisor's Signature Date