

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Moccasin Trail Center Night Cashier

Department: Moccasin Trail Center/IGA

Hourly Rate: \$13.00

Full Time: 40 Hrs/Week

Supervisor: Moccasin Trail Center Manager



Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge, and all other aspects of customer service.
- Maintain an awareness of all promotions and advertisements.
- Accurately and efficiently operate and ring on registers for goods or services required and tabulate total payments for goods/services.
- Accurately maintain all cash and media at the registers.
- Communicate customer requests to management.
- Maintain orderly appearance of register area.
- Stock shelves and clean counter area and bag merchandise.
- Responsible for closing procedures which includes verifying the vault.

Education Experience:

Required:

- Some High School
- Speak, read, and write in English
- Basic Math skills
- Must be reliable, dependable, trustworthy, and have good work ethics
- Ability to process information/merchandise through a cash register system
- Ability to communicate with associates and customers
- Ability to read, count, and write to accurately complete all documentation
- Ability to operate all equipment necessary to perform the job

Background Check:

- This position is contingent on the required ability to pass a Bad River general background check.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Physical ability to stand for extended periods and to move and handle boxes of merchandise and fixtures throughout the store, which entails lifting, and performing all functions as set forth above. Ability to work extended hours/days, including nights, weekends, and holidays, as needed.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov