

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 Maintenance/Custodian
Department: Cashier
Hourly Rate: \$14.00
Full Time: One position
Supervisor: Store Supervisor



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 and vendor with a positive attitude, solid product knowledge, and all other aspects of customer service
- Maintain an awareness of all promotions and advertisements
- Assist customers during full service fueling periods to include tire inflation when requested
- Communicate customer requests to management
- You must be willing to travel for training when required

Education Experience:

Required:

- High School or Equivalent Preferred
- 18 years or older
- 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 team members, customers and vendors
- Ability to read, count, and write accurately complete all reports and forms needed
- Ability to operate all equipment necessary to perform the job
- Must possess a valid Wisconsin Driver's License
- Eligible for Bad River Tribal Vehicle Insurance
- Basic knowledge of mechanical maintenance of all equipment

Background Check:

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

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 accommodation may be made to enable individuals with disabilities to perform the 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