

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: Shift Supervisor

DEPARTMENT: Tulalip Liquor Store

JOB DESCRIPTION: Supervise the daily operation of the assigned shift; involving the supervision of the employees while coordinating tasks to meet the store operations, on a daily basis.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

To apply for the internal job on the ESS site please log in with your workstation credentials on the site.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Tulalip Liquor Store Manager

EDUCATION:

- High School Diploma or GED equivalent required (Must have copy on file).
- Two (2) years of college (preferred)

SKILLS:

- Strong math and analytical skills (**Test required**)
- Have good knowledge of all policies, procedures, and store operations.
- Good interpersonal communication skills with the ability to effectively work with employees and outside sale representatives.
- Ability to analyze problems and make sound judgments to resolve problems when needed.
- Must be able to operate a 10-key calculator (**Test required**)
- Computer literate with knowledge of MS Office software, i.e., Word, Excel, PowerPoint.
- Able to learn, understand and operate different POS computer systems easily.
- Ability to produce and run reports as requested by managers.
- Ability to supervise and train assigned staff including organizing and scheduling work assignments.
- Good organization skills focus on record keeping and filing.

EXPERIENCE:

- Prior experience working with the public utilizing customer/ guest service skills
- One (1) year experience cash handling / cashiering.

OTHER REQUIREMENTS:

- Must be 21 years of age or older
- Must have a valid driver's license
- Successfully pass a criminal background check
- Able to work mornings, evening, and weekend shifts (Required)
- Employee must have outstanding employment record with the Tulalip Tribes
- Must have an above average attendance record.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Finger and hand dexterity to operate a computer keyboard
- Ability to stand for extended periods of time
- Lifting, carrying, pushing or pulling moderately heavy objects
- Ability to lift 50 lbs. (**Test Required**)
- Bending at the waist, kneeling or crouching to reach shelf materials
- Sufficient visual and hearing capacities are required
- Subjected to adverse weather conditions (Maybe subjected to dust and pollen)
- Must be able to work in small confined areas.

SPECIFIC JOB PERFORMED:

- Communicate with cashiers on a comprehensive level
- Carry out instructions issued by the manager
- Supervise the operation and maintain accountability
- Work with technicians to resolve or troubleshoot problems
- Perform maintenance duties (when needed)
- Maintain records related to work performed
- Make sure that all stations are staffed appropriately
- Overview the daily operations
- Complete any daily tasks that are assigned by the manager
- Perform daily deposits (if shift requires it)
- Make sure that cashiers have essentials needed to perform their jobs
- Perform inventory analysis and order products when needed
- Retrieve and print reports (when needed)
- Perform various cashiering duties (if required)
- Assist in answering customer inquiries, and resolve disputes.
- Perform related duties as deemed necessary.

TERMS OF EMPLOYMENT: This is a regular full-time position requiring up to 40 hours per week or 2080 hours per year.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.