Employment Opportunity

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

Quil Ceda Village
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JOB TITLE: Cashier/Stock Clerk

DEPARTMENT: Tulalip Market

JOB DESCRIPTION: Perform various cashiering related duties, exercise customer service, stocking and inventory duties in the operation of the Liquor Store, Gas Station, or Convenience Store; greet and provide assistance to customers.

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.

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

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Shift Supervisor and/or Store Manager

EMPLOYEE SUPERVISES: Non-supervisory position.

EDUCATION:

- High School Diploma or GED equivalent required or Documentation of being enrolled in a GED program and must complete within six (6) months. *Applicants hired enrolled in GED program will be put on a six (6) month probationary period. Continued employment is contingent upon GED completion.
- I.D. Training for cigarette and alcohol purchases required within 60 days from hired date.

SKILLS:

- Math, cashiering and customer service skills, practices and procedures.
- Proper methods of stocking merchandise.
- Operate 10-key calculator.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques

EXPERIENCE:

- Minimum of six (6) months prior cashiering experience.
- Minimum of six (6) months working with the public utilizing guest service skills.

OTHER REQUIREMENTS:

- Must be 21 years of age or older to work at the Market & Liquor Store.
- Must be 18 years of age or older to work at the Gas Station.
- Perform troubleshooting assistance, which involves consulting with a technician to resolve computer errors.
- Perform related duties as deemed necessary.
- Must successfully pass a criminal background check with no prior history of theft.
- Ability to work any shift assigned to include days, nights, weekends and/or holidays.
- Ability to identify and report counterfeit currency.
- Ability to adhere to daily task list and perform accordingly.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Stock shelves and display cases with appropriate products as needed.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity of hands and fingers to operate a computer keyboard.
- Standing for extended periods of time.
- Ability to see details at close range (within a few feet of the observer/near vision).
- Lifting, carrying, pushing or pulling moderately heavy objects. Must be able to lift 50lbs.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching to shelve materials.
- Lift and empty full trash bags into a garbage dumpster.
- Outside weather conditions that evolve around seasons.
- Subjected to adverse weather conditions (maybe subjected to dust and pollen).
- Must be able to work in small confined areas.
- Work with various cleaners.
- Working in high traffic areas that involve motor vehicles.

SPECIFIC JOB PERFORMED:

- Operate a computerized cash register to perform cashiering duties.
- Count money, verify counterfeit currency, make correct change and issue receipts.
- Perform credit card and lottery transactions.
- Prepare and balance cash register.
- Verify and balance bank deposits when assigned.
- Greet and assist customers appropriately.
- Acknowledge and respond to customer inquiries.
- Assist and explain credit card information and provide information concerning gas station and convenience store products.
- Monitor inventory levels of all gas station and convenience store products.
- Stock shelves and display cases with appropriate products as needed.

- Put products away when inventory arrives.
- Maintain storage room.
- Assist with regular and periodic inventories.
- Maintain gas station/convenience store environment in a clean and orderly condition.
- Organize displays and assure cleanliness of floor, counters, windows, and glass items, shelves and food appliances.
- Communicate with personnel and customer to exchange information and resolve issues or concerns.
- Clean and maintain restrooms, gas pumps and parking lot on an hourly basis.
- Maintain routine records related to assigned activities.

TERMS OF EMPLOYMENT: This is a regular full-time position, requiring 40 hours per week. Employee may be required to work after hours, weekends, and special events and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

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.