

POSITION ANNOUNCEMENT

POSITION TITLE: YAN Whitehills Chevron Cashier/Stocker

SUPERVISED BY: YAN Whitehills Chevron Store Manager

POSITION DESCRIPTION: The Cashier/Stocker assists with the day to day operations of the store. The Cashier/Stocker will operate the cash register. And interact with the customers, stock shelves and clean. The Cashier/Stocker answers directly with Lead Cahier/Supervisor and Manager. Inventory, and promote the station to your customers and community. Store Manager helps maximize sales and profits by using sound business practices to implement sales strategies while setting a standard for customer satisfaction by making the store a model of the Yavapai-Apache Nation.

QUALIFICATIONS:

- Must be 19 years or older
- Basic Math skills
- Money handling skills
- Strong communication skills.
- Excellent customer service skills.
- Desire to be part of a performance-driven team.
- Possess a valid Arizona Driver License.
- Reliable Transportation
- Able to stand for extended periods of time.
- Willing to work weekends, flexible hours.

DUTIES AND RESPONSIBILITIES:

- Keep store and grounds clean and free of hazards, stocking and cashiering
- Address all issues, inside and outside the store, empty trash, clean up spills,
- Deep clean restrooms, moping, sweeping, wiping the walls down walls, counter tops, and stall dividers and mirrors.
- Clean bug buckets and replace worn squeegees', sweep up litter, and cigarette butts, check and replace paper as necessary in CRIND(card reader in pump)
- Clean up any spills at gas pump, dirt, debris, clean pumps and hoses..
- Interact with your store's community to make the Whitehills Chevron a model community convenience store.

PHYSICAL REQUIREMENTS

The Store Manager position requires constant standing, bending and reaching with a moderate amount of manual dexterity. Frequent lifting of 1 to 5 pounds and occasional lifting of up to 40 – 50 pounds are required.

POSITION STATUS: \$10.00 per hour

POSITION STATUS: Regular; Part-time

OPEN UNTIL: OPEN UNTIL FILLED

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN