

# PYRAMID LAKE PAIUTE TRIBE

[www.plpthumanresources.org](http://www.plpthumanresources.org)

## JOB ANNOUNCEMENT

### **RETAIL WORKER (On-Call)**

I-80 Smoke Shop, Marina, & Nixon Store  
\$9.71 – \$10.20 Per Hour; On-Call (As Needed),  
Non-Exempt, CI 123, Gr 7, Step 1-3; DOE

**Date Posted: Ongoing**

**Date Closes: OUF**

**DEFINITION:** Works as a clerk under the direct supervision of the Assistant Manager. Responsible to meet the needs of the customer. Responsible for all activity in the store during assigned shift. Ensures that the store meets company standards and that all employees comply with Tribal policies. Reviews grocery stock to avoid both overstocked and out of stocked conditions. Ensures merchandising procedures are implemented on a timely basis. Provides guidance and training to other Retail Clerks.

### **DUTIES & RESPONSIBILITIES:**

Open and close the store/enterprise operation at designated hours. Work flexible hours as needed. Greet and assist all customers in a friendly manner. Provide fast and friendly service to the customer.

Operate electronic cash registers; perform accurate transactions and record keeping. Enter all transactions into register, accept payment, and account for all funds. Conduct cash register opening and closing out functions at start and end of shift. Complete all end of shift paperwork.

Reconcile cash to Z tape or computer report, complete all daily shift reports. Ensure that proper documentation (sorted and in order) is attached to reports (paid out receipts, charge receipts, etc.) Respond to customer complaints as necessary. Track customer request for new products.

Safeguard the Tribe's assets. Follow company policies with regard to cash control, proper safe operation. Secure all funds in a safe or register. Make timely drops and maintain cash drawer at or below maximum level. Maintain change fund when necessary.

Prepare daily sales sheets, permit sheets and gasoline sheets. Prepare receipts for all charge customers. Review and check customer credit cards strictly following policies and procedures. Obtain electronic or telephone authorization for all charges. Mechanically imprint all manually entered cards. Verify identification and/or signatures.

Verify customer's age for alcohol and cigarette purchases as required.

Stock and face all merchandise (beer/wine, cigarettes, frozen foods, and all other floor merchandise.) Know the merchandise (quantities and prices, location in the store). Pull old publications and add the new ones on a daily basis. Conduct cigarette inventory on a regular basis. Take daily gas console readings, meter pump readings, safe readings, register readings, and stick readings.

### **DUTIES & RESPONSIBILITIES continued:**

Pull stale and outdated merchandise and return for credit from the vendors. Maintain arts and crafts merchandise.

Operate kitchen equipment as needed and learn food handling procedures to prepare fast food and breakfast items. Know proper cleaning techniques for the kitchen and kitchen equipment. Clean and maintain all equipment (coffee maker, microwave, soda fountain and tanks, ice maker, reach-in freezer, coffin freezer, walk-in cooler, hot dog machine, and other store food machines).

Follow correct vendor check-in procedures. Receive merchandise, including gasoline and diesel. Submit invoices to office upon receipt of merchandise, operate pricing guns, mark all merchandise and calculate retail and percent mark-up. Take end of the month inventory and calculate all items at cost.

Sell Pyramid Lake Tribal permits and maintains records accordingly. Give general information about the Pyramid Lake Paiute Reservation and surrounding areas.

Clean and maintain appearance of store (sweeping, mopping, dusting, spraying, sidewalk, weeding, and emptying garbage's.) Clean and maintain bathroom facilities (toilets, floor, and refill dispenser units). Pay immediate attention to any spill or other hazardous condition.

Monitor customers for theft control and notify management of any occurrences during assigned shift. Take reasonable precautions and measures to protect enterprise assets. Arm and disarm security system. Take measures to preserve the safety of employees and all others in the work location.

Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Knowledge of: Standards and methods of maintaining sanitary conditions during food preparation; safety standards for maintaining a hazard-free work environment; customer service concept and its importance to customers and the store; appropriate handling of emergency situations; Indian community and sensitivity to Indian needs.

Ability to: Operate and maintain cash register, 10-key adding machine, safe, gas console and other small equipment; make change; lift up to 35 pounds; demonstrate sufficient mathematical skills to accurately transact cashier and inventory responsibilities; read, write, and speak English fluently; work unsupervised in a fast-paced environment; work with people from diverse cultures, ethnic, and socio-economic backgrounds; respect and adhere to the most rigid and strict rules of employer/tribal member/public citizen practice of confidentiality; work and accept rotating shifts, weekends, holidays, and overtime as required; communicate well and work with the general public; complete accurate shift reports, and account for products during vendor check-in.

Must have friendly, pleasant attitude and outgoing personality. Neat personal appearance is required. Must be dependable, punctual, cordial and polite. Must be capable of passing a pre-employment drug screening and criminal background investigation.

### **REQUIRED EDUCATION & EXPERIENCE:**

High School graduate or GED and experience with cash handling and customer service in a retail setting.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, Extension 1132/1119/1120. [www.plpthumanresources.org](http://www.plpthumanresources.org)

**The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.**

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*