

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Assistant Manager (Mini Mart)

EXEMPT: No

TARGET SALARY: \$14.78 to \$17.39/DOQ

PROGRAM: Business Enterprise

REPORTS: Manager Mini Mart and Marine Fuel

JOB CODE: 3-SS T3

SHIFT: Flex

LOCATION: Mini Mart

SUMMARY: Assist in the day-to-day management of the Mini Mart including, scheduling staff, billing, ordering, cooking, stocking , inventory control, maintenance, and financial performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Assist the Manager with inventory control which includes purchasing, stocking shelves, re-ordering, and pricing.

Monitor the POS computer, generate, and review sales, inventory, labor reports and conciliation with annual budget, revenue and expense reports, and balance sheets on a weekly basis.

Assist in marketing and public relations, responsible for physical appearance of facility, presentation of products, signage, product and service promotion, customer relations including conducting customer surveys, monitoring industry innovations and practices in marketing services and projects.

Ensure cleanliness including windows, restrooms, storage areas, driveways and other locations.

Assist the Manager in pricing which includes monitoring competition local stores, adjusting pricing of products and services, monitoring and responding to industry trends through review of trade publication, participating in conferences, and individual surveying.

Ensure equipment maintenance, repair and replacement includes developing a maintenance, repair and replacement schedule for all equipment and facilities, monitoring and responding to maintenance and repair issues, maintaining an accurate record of maintenance, repairs, and replacement actions including item, nature of repair, cost, date, personnel or contractor performing maintenance, and repair. This also includes developing and maintaining a very strict cleaning schedule in accordance with national standards inside and outside the facilities.

Assist the Manager in developing and maintaining a safety plan; provide training for employees, post signs, and conduct safety reviews including review of equipment, facility, customer use, employee performance. Conduct safety inspections and prepare accident reports in conjunction with the Drug Free Workplace Safety Officer.

Ensure the health check list is conducted on packing, display, temperature control in freezers, refrigerators, food prep area, employee cleanliness, employee training, litter pickup and other items on the check list as required.

Ensure environmental checklist and established procedures are adhered to; appropriate receptacle containers for petroleum products and other hazardous material. Post signs, provide training to all employees on working with hazardous and toxic materials. Conducted periodic reviews of employee's knowledge and skills. Ensure phone tree is current for handling oil/gas spills or other contaminants. Ensure practice protocols for responding to environmental contamination incidents. Work closely with the Environmental program.

Participate in trainings, including customer service, safety and management.

Ensure maintenance is scheduled on a routine basis and shall be defined to include but not limited to cleaning and mopping floors and scouring bathroom facilities after each shift, cleaning appliances on a regular basis, washing windows on at least a monthly basis. Facility maintenance will include scheduled and as needed duties such as painting, staining, appliance repair and replacement, window and screen repair and replacement, caulking interior and exterior joints, and pest control. Major maintenance will be coordinated with Assets Maintenance.

Ensure customers are greeted professionally and

Ensure Cashiers are operating POS computer, credit card, and lottery transactions properly.

Prepare deposits of cash and payments to be entered into a Cash Ending Report daily and proceeds deposited in a "drop" facility at the Neah Bay Police Department in accordance with established policies and procedures.

Ensure customer complaints are resolved immediately when possible and addressed appropriately. Complaints should be documented and passed on to supervisor.

QUALIFICATIONS

High school diploma or general education degree (GED).

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Minimum of two year supervisory experience.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 6 employees in the program. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

LANGUAGE SKILLS:

Ability to read and interpret technical documents and procedure manuals.

Ability to write reports, correspondence, maintain schedules, prepare billing documents and related work in a reasonable amount of time.

Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to accurately measure objects.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. Will be required to drive a Tribal/GSA vehicle to perform some job duties. A driving history/background check will be conducted on the applicant.

Must be bondable.

Must have current food handlers permit.

OTHER SKILLS AND ABILITIES:

Must have excellent organizational skills.

Ability to establish and maintain effective working relationships with staff, public, other agencies, vendors/suppliers and the general public and must be able to handle difficult customers.

Must be customer-service oriented.

Must have working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, calendars, and other programs.

Ability to operating and maintaining POS software.

Ability and commitment to maintain confidentiality of records and information pertinent to the nature of the work.

Must be flexible; ability to shift thought process quickly and accurately from one matter to another. Ability to multitask and perform well under pressure.

Ability to work extended hours as needed.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002

PHYSICAL DEMANDS

This is a physically demanding job must be able to lift at least 10 pounds and occasionally lift or move up to 50 pounds; have good vision and hearing and be well coordinated, able to bend, lift, and have demonstrated physical agility associated with the requirements of the job. The job requires a great deal of mobility, the individual being on their feet and moving about at least 80 percent of the time.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The noise level in the work environment is often very loud. Some duties require working in an office environment.

HAZARDS

Potential contact with dissatisfied or abuse customers.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential task demands at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

SPECIAL REQUIREMENTS

Depending upon work requirements schedule may change or require working weekends and having 2 days off during week.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting

documentation to:

Makah Tribal Council
Personnel Office
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

OPEN: April 18, 2017
CLOSE: May 1, 2017

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

