

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Manager Mini-Mart and Marine Fuel

EXEMPT: Yes TARGET SALARY: \$26.35 to \$29.28/DOQ PROGRAM: Business Enterprise REPORTS TO: Business Manager	JOB CODE: 2-M T3 SHIFT: Flex LOCATION: 931 Bay View Dr.
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SUMMARY: Responsible supervision on day-to-day basis Makah Mini-Mart; Planning, budgeting, supervision, scheduling, purchasing, inventory control, accounting, and facility maintenance.

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.

Inventory control includes purchasing, stocking shelves, re-ordering, and pricing.

Planning and budgeting includes preparing an annual budget, managing budget, product evaluation, and product selection, monitoring sales, maintaining detailed records including accounts receivables and accounts payable.

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

Supervision of marketing and public relations includes responsibility 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.

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

Participate in pricing which includes monitoring competition local stores, adjusting pricing of products and services, monitoring and responding to industry trends through review of trade publications, participation in conferences, and individual surveying.

Supervision of facility and 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, repair 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 of facility.

Participate in development of 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.

Develop a health check list that addresses packaging, display, temperature control in freezers, employee cleanliness, employee training, litter pickup and other items on the check list.

Develop an environmental checklist and establish procedures, sites, appropriate receptacle containers for petroleum products and other hazardous materials. Post signs, provide training to all employees on working with hazardous and toxic materials. Conduct periodic reviews of employee knowledge and skills. Establish a phone tree for handling oil/gas spills or other contaminants. Establish and practice protocols for responding to environmental contamination incidents. Work closely with Environmental program.

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

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 7 employees in the Mini Mart program. Caries out supervisory responsibilities in accordance with the organization’s policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, scheduling, and disciplining employee, addressing complaints and resolving problems.

EDUCATION AND/OR EXPERIENCE

High school diploma for GED.

Must have a minimum of five years experience in retail.

Must have three to five years experience in program management and supervision.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES AND REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Management expertise must include understanding of budgeting and analysis of budget data for doing financial forecasting, and contingency planning.

Must have proven skill in oral presentations and development of technical written communications.

Knowledge of how to establish and maintain effective cooperative professional working relationships with staff community, tribal leaders, and other agencies.

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

Must have the ability to acquire working knowledge of all equipment including fuel tanks, fuel pumps, marine fuel pumps, POS computer system, electrical and land fuel pumps.

Must have the ability to acquire the knowledge of the types of fuel and petroleum products as well as other products and services offered.

Must have the ability to become product knowledgeable.

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.

SPECIAL REQUIREMENTS

Must be on call 24-7 for emergency situations, and ensure the Mini Mart is opened and properly supervised 7 days a week.

PHYSICAL DEMANDS

Lifting, standing, climbing on ladder, bending, working in inclement weather.

Hazards:

Potential contact with dissatisfied or abusive customers.

SPECIAL WORK SCHEDULE:

This is a full-time Flex position, it is not a 8:00 a.m. to 5:00 p.m. Monday - Friday, it will work shifts, evenings and weekends, holidays as well as some weekday hours, Schedule to be determined by the Manager (Manager Mini Mart & Marine Fuel).

WORK ENVIRONMENT

While most work will be in-doors and will be required to, from time to time, work outdoors often in heavy rain and wind.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council

Human Resources

P.O. Box 115, Bldg 71

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

OPEN: February 26, 2024

CLOSE: March 28, 2024

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, gender identity, 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.