

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Cashier - Shift Supervisor (Mini Mart)**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS T5</b>
<b>TARGET SALARY: \$16.26 to \$18.07/DOQ</b>	<b>SHIFT: Flex</b>
<b>PROGRAM: Mini Mart</b>	<b>LOCATION: Mini Mart</b>
<b>REPORTS TO: Manager Mini Mart &amp; Marine Fuel</b>	

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

**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.

Greets customers, monitors cash sales at gas pump visually (in-person or on TV monitor), scans items for sale and collects payments. Works with and understands procedures related to cash, checks, travelers' checks, credit, debit and ETB cards, and tax-exempt situations.

Is familiar with and utilizes knowledge of acceptable forms of identification and rules for the sale of tobacco and lottery items. Assist customers with online lotto sales.

Calls for assistance when more than two people are in line and all gas pumps are busy. Identifies when help is needed at gas pumps by visual in-person or TV monitoring.

Identifies suspicious customers handles according to established procedures. Is trained in and understands how to react in case of robbery or theft.

Handles customer complaints when appropriate or elevates to manager level.

Assists or orders items for sale for the Mini Mart, from vendors such as Sysco, Harbor Wholesale.

Stocks supplies and merchandise as necessary.

Ensure that the Mini Mart is clean – swept, mopped, counters wiped down, doors cleaned and restroom cleaned.

Reconciles cash with gasoline pump meter readings, sales slips, and debit/credit card charges. Turn in cash and charge slips nightly to Public Safety.

Receives, and inventory all petroleum products and groceries.

Prepare and cook pizzas and deli food and delivery when necessary.

Access safe to get money to make change for cashiers who need it or get change for the next day's cash register float.

Train new employees on the cash register, credit card machine, lottery, fuel pumps and marine fuel pump.

Responsible for opening and/or closing the Mini Mart. Open- entering the Mini Mart, disarm the alarm, get money from the safe for cash registers. Closing ensuring all doors are locked, money put away in safes, and alarm is set.

Reports any incidents and/or maintenance to appropriate person.

### **SUPERVISORY**

Directly supervises 2-4 cashiers per shift, Responsibilities include training employees, planning, assigning, and directing work, addressing complaints, and resolving problems. Confers and reports to the **Manager Mini Mart & Marine Fuel** in regard to personnel management and must refer issues of an interpretative nature to the **Manager Mini Mart & Marine Fuel**. **Manager Mini Mart & Marine Fuel** has the ultimate authority in regard to personnel management that may include but not be limited to rewarding and disciplining employees; the Manager may take recommendation(s) from Shift Supervisor.

### **QUALIFICATION REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

Minimum of one year experience in customer service.

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Proposed 05/08/15

Revised 06/19/18

Revised 10/08/21

Revised 10/26/22

Reclassified 01/03/23 5-SA series no longer existed

Reclass 11/21/23

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, percentages, and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers License and insurable.

Must be Bondable.

Must have a current food handlers permit.

**OTHER SKILLS and ABILITIES:**

Ability to count money and make correct change.

Ability to greet and provide assistance to customers.

Ability to establish and maintain cooperative and effective relationships with the staff and general public.

Ability to operate cash register.

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:**

While performing the duties of this job, the employee is frequently required to stand. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to fumes. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually loud.

**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).

### **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 functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement 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.

### **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](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: October 8, 2024**  
**CLOSE: OPEN UNTIL FILLED**

### **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.