



WILD HORSE PASS
DEVELOPMENT AUTHORITY

GILA RIVER BUSINESS ENTERPRISES

JOB TITLE:	Sacaton Market Store Cashier/Clerk
LOCATION:	Gila River Business Enterprises
COMPENSATION:	\$ 12.00 per hour, DOE
HOURS OF WORK:	Part Time/Full Time
FLSA STATUS:	Non-Exempt
SUPERVISORY:	No
REPORTS TO:	Store Manager

POSITION SUMMARY:

This position provides top quality, fast and friendly customer service; operates registers to scan, itemize and total customer purchases; accounts for all cash and inventories during shift; cleans service areas, breaking down deliveries and stocks merchandise in accordance with the company policies, procedures and standards. Job requires to maintain a positive company image by providing courteous, friendly, and efficient service to customers and fellow employees at all times.

JOB DUTIES & RESPONSIBILITIES:

An employee in this position maybe be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee maybe be expected to perform.

- Monitors and prevents spoilage and communicates waste management.
- Assists with sampling program, keeping sample areas full, clean and appealing.
- Assists with periodic inventory checks.
- Follows and complies, or ensures compliance, with established procedures, including Weights and Measures, health and sanitation, and safe work practices.
- Immediately reports safety hazards and violations.
- Performs other duties as assigned.

- **Customer Satisfaction:** Provides excellent customer service in a courteous, friendly and attentive manner to ensure the customer has a pleasant shopping experience.
 - Greets customers on entering the store and thanks customers as they leave.
 - Gives assistance and offers suggestions or recommendations to the customer.
 - Reports to work on time and follows the dress and appearance code.
 - Ability to deal with customers, unanticipated problems or events using standard procedures.
- **Store Condition:** Maintains good overall store and property conditions by cleaning and performing a variety of general housekeeping duties such as:
 - Sweeping and mopping or cleaning floors and driveways.
 - Dusting and/or washing windows, counters, displays, food service areas and bathrooms.
 - Picking up and disposing of trash, litter or debris in store, parking lot and/or surrounding grounds.
 - Cleaning and checking equipment including coffee machine, refrigeration units, and telephones in accordance with company and manufacturer guidelines.
 - Notifying the Store Manager of any equipment failure or maintenance/supply need.



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- **Merchandising:** Stocks, fronts, rotates and/or culls store coolers, shelves, counters and food service areas displays to ensure freshness, appeal and easy customer access.
 - Prepares food items according to menus and recipes; maintains proper weights, holding times and temperatures; practices safe food handling procedures.
 - Places advertising and pricing signage inside or outside the facility including marquees, ceilings, walls and windows. Makes price changes on merchandise in accordance with Company price book or promotional planner.
 - Maintain back stock in good order.

KEY QUALIFICATIONS – EDUCATION & WORK EXPERIENCE:

- Prefer a candidate with a high school diploma or equivalent (GED).
- No prior retail experience required.
- 6 months of experience working in a customer service oriented position.
- A satisfactory result obtained through a test for illegal drugs is a requirement of employment.
- Must acknowledge and agree to maintain a drug-free work place as a condition of employment.

KNOWLEDGE, SKILLS & ABILITIES:

- Possess strong customer service and professional etiquette skills.
- Reading, writing, basic math and verbal communication skills required.
- Ability to multitask, be a self-starter, and complete tasks in a timely manner.
- Ability to establish and maintain effective working relationships.
- Possess strong interpersonal and communication skills.
- Computer skills in the use of POS equipment.
- Ability to learn basic knowledge of all products carried in department/store.
- Proactively reads labels and familiarize oneself on various products.
- Ability to sell proactively.

COMPUTER SKILLS: POS equipment, Microsoft Suite, Microsoft Outlook

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations, to customers, clients, and other employees of the organization.

MATH SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret variety of instructions in all formats and deal with both abstract and concrete variables.

WORKING CONDITIONS: Work is generally performed in a retail/store setting. This employee has direct and frequent contact with customers. Tasks are performed in all areas inside and outside of the store and can include exposure to



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extreme temperatures (both hot and cold), vapors, fumes, high humidity, and household chemicals for short periods routinely, and for longer periods. The noise level is generally moderate. Work can include long hours on all shifts, week-ends and holidays, on-call availability.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand for an entire shift/extended period of time; walk; use hands and fingers to handle, and feel; reach with hands and arms; and talk and hear. The employee occasionally is required to sit; and bend, stoop, lift, shake, stir, pour, carry, push, kneel, crouch, or crawl. The employee must regularly lift and/or move 20 pounds, and occasionally lift and/or move up to 50 pounds. The employee must be able to occasionally climb and descend ladders.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

Questions – Contact: Human Resources
Email: Careers@wildhorsepass.com

Submit Resume and Cover Letter to: Human Resources
5350 North 48th Street, Suite 310
Chandler, Arizona 85226

Position Posting Closes: When filled

Employee Acknowledgment:

Sign: _____

Print: _____