

**JOB DESCRIPTION: REDDING RANCHERIA ECONOMIC
DEVELOPMENT CORPORATION**

POSITION DESCRIPTION

| | |
|---|---|
| | DATE: January 21, 2020 |
| POSITION TITLE: RETAIL CASHIER | DIVISION/DEPARTMENT: RREDCO |
| REPORTS TO [JOB TITLE AND/OR DIVISION/DEPARTMENT]: MINI-MART MANAGER | |
| FLSA Status: NON-EXEMPT | POSITION STATUS: Grade 1, Entry Level \$13.00 Hourly |

BASIC JOB PURPOSE/FUNCTION:

Must have the ability to operate cash registers and interact with customers in a courteous/professional manner. Assist in stocking shelves, coolers, maintain food and drink dispensing equipment in a clean and sanitary condition. Perform basic clean up procedures in and around the store and car wash facility.

ESSENTIAL JOB DUTIES:

1. Operate cash registers and gasoline read-in console to completely and accurately record all sales and other transactions
2. Ability to make change accurately
3. Check in and stock merchandise, according to Company procedures
4. Perform scheduled and interim maintenance on store equipment as necessary
5. Basic clean up of messes, spills, or unsanitary conditions as soon as practical and immediately correct
6. Be aware of any hazardous situations that may develop
7. Do routine cleanup chores around store grounds
8. Prevent or report any loitering, illegal or immoral activity occurring on Company property as soon as practical
9. Handle customer complaints, in the absence of the Mini-Mart Manager, promptly and courteously, according to company procedures
10. Performance of shift work
11. Other duties as assigned by Mini-Mart Manager

KNOWLEDGE, SKILLS AND ABILITIES:

Capable of interfacing with operational managers and staff, outside vendors, and service providers.

REQUIREMENTS/MINIMUM QUALIFICATIONS:

Six months experience dealing with cash registers in retail environment preferred. Must be 21 years of age or older. Must have superior Guest Service skills. Must be able to pass a drug screening.

MENTAL DEMANDS:

Strong positive attitude, self confident and honest work ethic to support success of RREDCO enterprises in the competitive private sector

PHYSICAL DEMANDS:

Must be able to stand for long periods of time. Must be able to kneel, stoop, lift, pull, and carry up to thirty (30) pounds repetitively. Must be able to use the hand truck and move cases of product up to fifty (50) pounds around the store. Must be able to pass a pre- employment drug screening.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and Redding Rancheria reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

The job description does not constitute an employment agreement between the Redding Rancheria and employee and is subject to change by the Redding Rancheria tribe.