



Cashier

Standing Pines Convenience Store

First Posting – Open to Enrolled Menominee members.		
Closing Date: March 2, 2022		Minimum Pay Rate: \$11.00
Grade: 2 – Non-Exempt	Status: Part-time	Created: 11/3/2020

General Overview of Job:

Under the general supervision of the Retail Manager and Store Supervisor, the purpose of this position is to serve customers in a friendly, professionally, and timely manner. The cashier will greet customers as they enter the convenience store and process customer sales through the POS system. The cashier will also be responsible for the upkeep of the store floor and merchandise.

Essential Functions:

- Greet customers as they enter the store
- Processes customer purchases using POS system
- Assist customers with any questions, concerns
- Open, close and balance own cash register while following store policies and procedures
- Stock items in store, which includes rotating dated items
- Cleaning and stocking the food/beverage areas
- Complete all opening or closing tasks for each day
- Maintaining store cleanliness which include inside and outside garbage's, sweeping and mopping floors, and cleaning shelves and counter tops.
- Perform other related duties as assigned.

**Minimum Qualifications:**

Must be at least 16 years old.

1-year customer service experience preferred.

Special Requirements:

Candidate selected for hire must pass a drug test and employment will be contingent based on the results of said test.

Other Skills, Knowledge, Abilities:

- Strong dependability and work ethic
- Effective time-management and organization skills
- Ability to operate calmly in a fast-paced environment
- Acute attention to detail

Behavior Expectations:

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments in a spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.

To Apply:

Applicants may complete the online application on our website –

www.wolfriverdevelopment.com or email HR@wolfriverdev.com to obtain a paper application.

Required Information/Documents:

- Resume
- If claiming Tribal Preference – copy of tribal enrollment (Tribal ID or CIB form, etc.)
- If claiming Veteran Preference – copy of honorable discharge paperwork

Any questions can be directed to Human Resources at HR@wolfriverdev.com or by calling 715-802-4449.