

# WE ARE HIRING!!

## LEAD CASHIER OPENER

**First Posting:** Open to Menominee Tribal Members only

**Location:** Standing Pines

**Status:** Regular Part-Time

**Minimum Pay Rate:** \$15.50

**Deadline:** Tuesday, October 08, 2024



## GENERAL OVERVIEW OF JOB

Under general supervision of the Retail Manager, Store Manager and Store Supervisor. The purpose of this position is to serve customers in a friendly, professional, 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 opening the store, upkeeping the store floor and merchandise. This position will also give you the option to cross train and work at other retail locations. The cashier will open the stores up early in the a.m. before operation hours.

## ESSENTIAL FUNCTIONS

- Greet customers as they enter the store.
- Processes customer purchases using POS system.
- Assist customers with any questions or concerns.
- Open, close and balance your 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 tasks for each day.
- Maintaining store cleanliness which includes inside and outside garbage, sweeping and mopping floors, and cleaning shelves and counter tops.
- Perform other related duties as assigned.

## MINIMUM QUALIFICATIONS

Must have high school diploma or equivalent required. Three (3) years of customer service and a proven track record of leadership with a company. One (1) year of supervisory experience and must be 21 years or older.

## SPECIAL REQUIREMENTS

- Candidate selected for hire must pass a drug test and employment will be contingent based on the results of said test.
- Must be able to work 04:00am to 12:00pm weekends and some weekdays

# OTHER KNOWLEDGE, SKILLS, OR ABILITIES:

- Strong dependability and work ethic.
- Excellent math skills.
- 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 proper 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.

**Deadline:** Tuesday, October 08, 2024

**Online:** [www.wolfriverdevelopment.com](http://www.wolfriverdevelopment.com)

Applicants may complete the online application on website or email [HR@wolfriverdev.com](mailto:HR@wolfriverdev.com) to obtain paper application.

**WRDC Offices:** W2908 Tribal Office Loop Road  
Keshena - Gordon Dickie Building - Third Floor



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# WOLF RIVER

DEVELOPMENT COMPANY

**MISSION:**  
To assertively build an expanded array of opportunities for the Menominee Nation by staying competitive in tomorrow's world.

**VISION:**  
To develop opportunities through sustainable profits