

We're Hiring

SHIFT LEAD

Standing Pines

First Posting: Enrolled Menominee Tribal Members Only.

Closing Date: March 10, 2026

Minimum Pay Rate: \$15.50

Status: Regular Part-Time

General Overview of Job

Under the general supervision of the Store Supervisor and Retail Manager, the Shift Lead plays a key role in ensuring excellent customer service, smooth operations, and overall store upkeep. This position is responsible for greeting and assisting customers in a friendly, professional, and timely manner, processing transactions at the POS system, and overseeing store opening and closing procedures. The Shift Lead also helps maintain a clean, organized sales floor and ensures merchandise is properly stocked and presented. This role offers opportunities for cross-training and the potential to work across multiple retail locations.

Essential Functions

- Greet customers in a friendly and professional manner.
- Provide assistance to customers with questions and requests.
- Process sales transactions accurately using the POS system.
- Handle cash, debit, credit cards transactions, EBT, WIC, gift cards, coupons, checks and issue receipts.
- Follow all policies for cash handling and loss prevention.
- Receive, unpack, and organize incoming merchandise.
- Stock shelves and display according to company standards.
- Rotate inventory and remove damaged or expired items.
- Assist with merchandising and seasonal displays.
- Follow and comply with all health and sanitation procedures and work safety practices.
- Maintain cleanliness and organization throughout the store as required.
- Ensure exterior areas of the store remain clean and safe by emptying garbage, and clearing sidewalks.
- Perform other duties as assigned.

Minimum Qualifications

High school diploma or equivalent required. Three (3) years of customer service experience with history of leadership and reliability. One (1) year supervisory experience or team lead experience in a retail or customer environment. Must be 21 years or older. Food Handling and Beverage Certification must be obtained within 30 days of hire.

Other Skills, Knowledge, Abilities

- No theft-related offenses.
- Strong dependability and work ethic.
- Effective time management and organization skills.
- Strong leadership and accountability.
- Ability to operate calmly in a fast-paced environment.
- Acute attention to detail.
- Basic math and cash handling skills.
- Scheduled work hours Sunday through Saturday, including weekends and holidays.
- Must be available to work store operation hours between 5:00am to 12:00am.

Behavior Expectations

Must be able to maintain a positive, professional relationship with coworkers. 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



Part-Time Benefits:

- Paid Time Off (PTO)
- 401(k) Retirement Plan
- Flex Spending Account (FSA)
- Career Growth Opportunities
- Excellent Work Atmosphere

Apply:

Applications can be submitted through the online application portal or by emailing HR@wolfriverdev.com to request a paper application.

 www.wolfriverdevelopment.com

 W2828 Go Around Road, Keshena WI
Administration Office - Third Floor



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.