



## **JOB ANNOUNCEMENT**

### **Smokeshop Clerk / On-Call Position**

Muckleshoot Enterprises Smokeshop

**Salary:** \$

**Closes:**

#### **GENERAL FUNCTION**

Under general supervision, provides customer services at the Muckleshoot Enterprise Smokeshop including but not limited to cashiering, sales assistance, and inventory.

#### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

1. Must be courteous and work with the Public well. Greets customers and assists with concerns orally, by phone, or in person.
2. Monitors cash sales, scans items for sale, and collects payment. Works with and understands procedures related to cash, checks, travelers' checks, credit and debit cards, food stamps, and tax-exempt situations.
3. Cash management, daily records including cash register balancing before and after shift and making deposits, must follow policies including acceptance of check cashing.
4. Data Entry of information in to a computer.
5. Is familiar with and utilizes knowledge of acceptable forms of identification and rules for the sale of alcohol, tobacco and lottery items. Assists customers with online lotto sales and self-serve beverage making when needed
6. Identifies suspicious customers handles according to established procedures. Is trained in and understands how to react in case of robbery or theft.

7. Handles customer complaints when appropriate or elevates to manager level.
8. Must be able to determine if a customer is too intoxicated and notify correct management procedures.
9. Stocks supplies and merchandise as necessary, including inventory, oversees delivery and/or installation of items as necessary.
10. Works shifts as needed, including nights and weekends.

### **OTHER DUTIES**

1. Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

### **WORKING CONDITIONS**

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class.

The employee is frequently required to talk, hear, and operate a motor vehicle. The employee is occasionally required to sit, stand, walk, climb, bend at the waist, twist, crouch, kneel, reach with hands and arms, and use hands to grasp, finger, handle, or feel objects, tools or controls, and use foot controls.

**The employee must occasionally lift and/or move up to 50 pounds, and push/pull up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.**

### **KNOWLEDGE AND SKILLS (Entry Requirements)**

- *Money handling / counting accurately required.*
- 10 Key, Computer and cash register preferred.
- Customer relations
- Strong communication
- Interpersonal relations
- Multi-tasking
- Working in a fast-paced environment

### **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Muckleshoot Indian Tribe apply to all employees. Employees in this classification are considered non-exempt.

## **APPLICATION INSTRUCTIONS**

- Go [www.muckleshoot.nsn.us](http://www.muckleshoot.nsn.us) to get an application.
- Application packet includes: a **cover letter**; **completed MIT application form**; (Do not write "see resume"); and two (2) work-related **references**
- **Return completed application packet to MIT Smokeshop:**
- **e-mail: Mardee.Rodrigues@Muckleshoot.nsn.us - mail:** Human Resources, Muckleshoot Enterprise, 2115 Auburn Way So., Auburn, WA 98092; - **fax:** (253) 833-3627

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Muckleshoot Indian Tribe apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening and criminal history background investigation.