



FALLON TRIBAL DEVELOPMENT CORPORATION

OFFICIAL POSITION DESCRIPTION

CLERK/CASHIER

Division:	Retail	Class Code:	201
Supervisor:	Convenience Store Manager	Pay Grade:	Grade 2
FLSA Status:	Non-Exempt		\$13.50-\$15.79/hourly

DESCRIPTION.

Work as cashier in an FTDC Tribal Enterprise

DUTIES AND RESPONSIBILITIES

1. Responsible for the opening and closing of the Convenience Store/Fuel Station/Smoke Shop at designated hours.
2. Accurately count money in cash drawer at the beginning and end of shift. Drop cash in the safe as required throughout the shift.
3. Greet and assist all customers in a friendly manner.
4. Itemize and total customers' purchases on assigned cash register. Record prices, department subtotals and taxable items. Accurately collects cash, check or charge payment from customer and make change for cash transactions.
5. Prepare daily sheets, gasoline and Tribal member fuel refund sheets.
6. Prepare receipts for all charge customers (Tribal Programs)
7. Stock, rotate and face all merchandise; mark prices on items.
8. Responsible for knowing our merchandise (quantities, prices and location in the store)
9. Pull stale and outdated merchandise and return for credit.
10. Responsible for taking cigarette inventory on a daily basis and physical inventory quarterly and annually.
11. Responsible for receiving merchandise and verifying items on the invoice or packing slip
12. Clean and maintain the appearance of the store, restrooms and all equipment.
13. Perform other duties as assigned

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

1. Basic knowledge of math (addition, subtraction, multiplication and division) and ability to accurately perform simple cash transactions.
2. Must be able to follow instructions with minimal supervision.
3. Must be pleasant and able to communicate well with the general public and vendors.
4. Must be willing to work rotating shifts, weekends, holidays, nights and overtime.
5. Must maintain confidentiality in all business matters
6. Must abide by FTDC Personnel and Procedures

MINIMUM QUALIFICATIONS

1. Graduation from high school or equivalent.
2. Must be 21 years of age or older.
3. Must be physically able to perform the duties and responsibilities of the position, such as operating cash register, stocking shelves and setting up displays with up to 50 pounds of merchandise.

GENERAL EMPLOYMENT INFORMATION

Fallon Paiute-Shoshone Tribe and Native American/Indian Preference: Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC's Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with.

U.S. Veteran's Preference: Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC's Personnel Policies.

Equal Opportunity Employer: The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

Drug Free Workplace: The Fallon Tribal Development Corporation is a drug-free workplace. All employees are subject to a pre-employment screen (at employee's expense) and random drug screens.

Background Checks: All employees must be able to pass a background check per the FTDC's background check procedures.

Position Description Limitations: This position description does not constitute an employment agreement between the Tribe and the employee, and is subject to change by the Council as the needs of the Tribe and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Tribe without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

Employee's Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

This acknowledgment will be placed in the employee's personnel file.