

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

CASHIER/DELI WORKER

KBIC Convenience Stores (Pines, BP, Rez Stop)
Part-time (37 hours or less) Non-exempt

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Copy of High School Diploma, GED, or equivalent

OR

- If you are a KBIC Member working towards obtaining your GED, you must provide verification (please pick up required paperwork from Personnel Office).
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623 ext 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: December 13, 2018

Closing Date: Open Continuous

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

CASHIER/DELI WORKER

(Part-time 37 hrs or less, Non-exempt)

LOCATION:

KBIC CONVENIENCE STORES (PINES/BP/REZ STOP)
Baraga, Michigan or L'Anse, Michigan

SUPERVISORY CONTROL:

Assistant Manager – KBIC Convenience Stores

SALARY:

Grade 3 (Min starting wage \$10.00/hour)

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must have a High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be responsible and reliable.
- Must be willing to obtain UST Class C Operator Certification within one month of hire.
- Must be able to lift up to 50 pounds unassisted, stand for long periods of time, and endure repetitive movement.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug screening, and pre-employment physical (including an initial TB Skin Test), and annual TB Skin testing.

INDIAN PREFERENCE:

Preference will be given to individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (DD214).

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DUTIES AND RESPONSIBILITIES:

1. Monitors busy gas pumps plus diesel and off-road pumps, collects payments.
2. Counts money in cash drawer at beginning of work shift.
3. Runs point of sale cash registers.
4. Operates cash register by passing price coded items across electronic scanner to record price, compile printed list, and display cost of customer purchase, tax and rebates on monitor screen.
5. Collects cash, check or charge payment from customer and makes change for cash transactions. Cashes checks and issues receipts or tickets to customers.
6. Issues gift cards to customers for purchase.
7. Processes all credit card and gift card transactions, house charge accounts.
8. Scans vendor deliveries on handheld device and matches to invoice for accuracy.
9. Verifies payments on validating machine for accuracy.
10. Weekend shift may be required to count and deposit daily monies.
11. Processes T-Check and Com Data transactions for truckers.
12. Accepts payment from House Charge customers.
13. Stocks shelves and coolers with product upon delivery. Regularly required to lift up to 50 pounds to accomplish task.
14. Fills coolers, cigarette shelves and coffee bar items (creamer, sweetener, and beverage machines), etc.
15. Obtains Underground Tank Safety Procedure Certification (needed in case of emergencies, spills, etc). Certification is mandatory.
16. Contacts gas provider/hauler if product is low.
17. Counts returnable cans and bottles; makes reimbursement to customer.
18. Sweeps and mops floors; some snow shoveling may be required during winter months.
19. Cleans restrooms and coffee bar area.
20. Empties garbage receptacles inside and outside.
21. May prepare, handle, and serve food for customer consumption. (Annual Food Handler Certification and/or ServSafe Certification through Indian Health Services will be required for any employee that regularly handles/prepares food).
22. Other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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