



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

March 5, 2019

#R9-19

Department: Running Man Fuel
Position: Part-Time Cashier (Non-Exempt)
Reports To: Store Manager
Salary: \$11.00 per hour

Job Summary:

Greets customers as they arrive at the store and provide them with information about the products and/or services when asked. Take payments in exchange for items sold and bag, box or wrap purchased items as required.

Duties & Functions:

1. Be able to count their won till at beginning and end of their shift and make sure there is enough cash for shift.
2. Enter transactions in the cash register and provide customers with their total bill for items sold.
3. Be able to count back change, both currency and coins on items purchased and provide a receipt; also process exchanges and refunds if needed.
4. Process debit/credit cards for payment of items sold.
5. Assist in stocking shelves, walk-ins, rotating merchandise and marking prices as required.
6. Respond to customer's complaints and resolve their issues.
7. Perform the duties of customer service representative when required.
8. Keep the counters, floors, premises, and check out areas tidy and clean.
9. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
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11. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:



1. Must have knowledge of a (POS) Point of Sales system or willing to learn.
2. Strong cash handling and customers services skills.
3. Ability to work a flexible schedule including nights, weekends, holidays, and work unaccompanied.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must possess a current valid driver's license throughout employment.
3. Must have a minimum of three to five (3-5) years of work experience in a store/station setting.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Able to work in adverse outdoor climates and in-store cooler environments.
3. Must successfully complete a drug screening test prior to appointment.
4. Must be twenty-one (21) years of age.
5. Physically able to perform duties assigned.
6. Must be able to lift, push or pull a minimum of twenty-five (25) pounds.
7. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.



Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

