



## Pek-Tah Fuel Mart Job Description

### STORE ATTENDANT

<b>Job Title:</b>	Store Attendant	<b>Job Code:</b>	
<b>Department:</b>	Pek-Tah Fuel Mart	<b>Program Area:</b>	YEDC
<b>Starting Pay:</b>	\$15.00 /Hour	<b>Location:</b>	Weitchpec
<b>ALL HIRING IS SUBJECT TO THE YUROK ECONOMIC DEVELOPMENT CORPORATION HIRING PREFERENCE</b>			

#### **POSITION SUMMARY:**

Incumbent is under the direct supervision of the Pek-Tah Fuel Mart Manager. This position requires personnel to greet and welcome customers, assisting them in whatever way necessary to create goodwill and must have a friendly attitude. The Store Attendant is responsible to collect revenue in the Pek-Tah Fuel Mart and input all transaction into the cash register. The Store Attendant will accurately handle all cash transactions and keep records and reports that are necessary to balance at the end of each shift.

**This position requires working on weekends, holidays and possibly graveyard shifts.**

#### **DUTIES AND RESPONSIBILITIES:**

1. Working in conjunction with other Store Attendants to assist the Manager with the daily operations of the PEK-TAH Fuel Mart.
2. Prepare and furnish to the Manager an opening and closing balance sheet as required at the beginning and end of shift which includes calculating your overage and shortages.
3. Must be willing and able to work any shift including split shifts, evening, weekends, **graveyard** and **holidays** according to the established procedures. Poor attendance and a poor attitude will not be tolerated.
4. Must be able to perform normal maintenance of the PEK-TAH Fuel Mart Store such as sweeping, mopping, stocking shelves, stocking coolers, making coffee, cleaning bathrooms, and cleaning cashier area as needed.
5. Must be willing and able to be cross trained to operate and dispense propane in a manner consistent with all safety requirements set forth by the propane supplier or the PEK-TAH Fuel Mart.
6. An excellent appearance is dictated and demanded, must always be in proper uniform and always friendly and courteous at all times.
7. All other PEK-TAH Fuel Mart and related duties as assigned by the Manager or Assistant Manager.
8. Complete daily transaction sheets when needed.
9. Use POS system for Pek-Tah Fuel Mart.

#### **SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position.

**QUALIFICATIONS:**

1. Have previous cashier experience and have ability to work and manage varying amounts of currency.
2. Shall have displayed or demonstrated a good work record in previous work history.
3. Must have a pleasing personality and the ability to interact with the public in a congenial manner.
4. Must possess the ability to interact with the public and fellow employees, demonstrating respect, tact, courtesy, objective and maturity to develop as effective and cooperative relationship.
5. Ability to inform and communicate orally and in writing in diverse and challenging situations is required.
6. Ability to process information effectively, to learn new materials, identify and define problems and to make decisions is required.

**EDUCATION/EXPERIENCE:**

High School Diploma or GED preferred, but not required.

6 months related experience with training or equivalent combination of education and experience.

**CONDITIONS OF EMPLOYMENT:**

- ✓ All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- ✓ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- ✓ When necessary, must be able to lift 25 to 50 pounds.
- ✓ All applicants must have reliable transportation to and from work.
- ✓ All applicants must have a working telephone so that they can be contacted if needed.