



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Cashier
Department: Gas Station
Supervised by: Gas Station Manager or designee
Pay Range: (T-3) \$12.36 - \$17.30/Hr. (\$25,708.80 - \$35,984.00/annually) DOQ
FLSA Non-Exempt; Hourly / Regular; Full Time

Position Summary: To provide excellent and professional customer service to all customers in a friendly and timely manner. To provide efficient and accurate cash register transactions. Ensure that each guest receives outstanding guest service by providing a guest friendly environment which includes greeting and acknowledging every guest, maintaining outstanding standards. The cashier reports to the Gas Station Manager or designee.

Essential Functions:

- Greet and welcome customers, assisting them with their needs.
- The cashier is responsible to collect money and/or process credit cards and accurately input all transactions into the cash register.
- Paying attention to detail to ensure they balance at the end of each shift.
- Ensuring the correct amount of change is given back to the customers.
- Ensures merchandise is properly stocked and perishable items are fresh.
- Works in conjunction with other Gas Station staff with the daily operation of the Gas Station and store in a team environment.
- Must present themselves in a clean and proper uniform and footwear.
- Be alert to prevent shoplifting, vendor theft and gasoline drive-offs.
- Fill out charge logs completely and accurately and process under the correct department charges.
- Cleans up messes or unsanitary conditions as soon as possible and immediately corrects hazardous situations that may develop.
- Prevent, stop or report any loitering or illegal activities occurring on company property as soon as possible.
- To perform all other gas station and related duties as assigned by the Manager and /or Assistant Manager.
- To stock merchandise throughout the store as well as the coolers.
- Stock and clean restrooms on a daily basis as needed on each shift.
- Stock all condiments for the roller grill, coffee products and fountain drink areas.
- Empty's all trash cans as needed on a daily basis on each shift.
- Ensures every cash drop is counted accurately and the register slip matches.
- Complete and perform other duties as assigned.

Supervisory Responsibilities: None.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

Cashier

Approved by Council on 10.2008
Amended by Council on 01.18.2017
Amended by Council on 08.07.2017

- *Decision Making* - The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - The individual maintains confidentiality, remains open to others' ideas and exhibits willingness to work well with others.
- *Oral Communication* - The individual speaks and listens clearly and persuasively in positive or negative situations and demonstrates the ability to speak in a professional tone.
- *Customer Oriented* - The individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* - The individual demonstrates the ability to effectively utilize time while on the clock to ensure all duties are completed before the end of the shift.
- *Detail Oriented* - The individual demonstrates accuracy and thoroughness and monitors own work to ensure all transactions are complete and accurate as possible and that correct amounts of change are given to customers.
- *Adaptability* - The individual adapts to changes in the work environment, manages the daily demands and is able to deal with frequent change, delays or unexpected events. The individual may be asked to fill in on a different shift as needed.
- *Reliability* - The individual is consistently at work and on time, dependable, follows instructions, and responds to management direction and changes as needed.
- *Motivated* - The individual is expected to be self-motivated and willing to assist with getting others around them to get the job done and follow through on tasks until completion. The individual strives to complete a task from start to finish.

Education and Experience:

- Must have a High School Diploma or GED Certificate.
- Must be 18 years old or older due to HazMat requirements
- Minimum of 6 months of cash handling and customer service experience.
- Must be willing to be HazMat certified if applicable.
- Must be willing and able to work any shift including splits, evening, weekends, graveyard and holidays according to established procedures.
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Other Requirements:

- Must be able to pass a pre-employment background screen.
- Must pass pre-employment drug testing and be subject to random testing throughout employment.
- Must have the ability to work with people from diverse cultures, ethnic backgrounds, possess a basic knowledge of Native American communities and always maintains cultural sensitivity.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____