



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Clerk/Cashier
Department: Cultural Center
Supervised by: Cultural Center Director
Pay Range: (T-2) \$10.50-\$13.50/Hr. (\$21,320.00-\$28,080.00) DOQ
FLSA Non-Exempt, Permanent Part-Time

Position Summary: Under the supervision of the Cultural Center Director the Clerk Cashier will provide excellent and professional customer service to all customers in a friendly and timely manner to ensure a safe and enjoyable visit. To provide efficient and accurate cash register transactions. To stock and clean the gift shop, exhibit areas, meeting rooms and restrooms with the necessary items as well as clean and help maintain all supplies, materials, equipment utilized in the day to day operations of the Cultural Center. To stock, prep and assist in set up and break down of special events and facility requests. To help purchase, restock and inventory gift shop items and materials.

Responsibilities:

- Greet and welcome customers, assisting them with their needs with an engaging and positive manner
- The cashier is responsible to collect money and/or process credit cards in the Cultural Center 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 to the customers.
- Ensures merchandise is properly stocked neatly and professionally displayed.
- Works in conjunction with Museum Docents and other tribal programs staff to ensure daily operation of the Cultural Center and grounds.
- Be alert to prevent shoplifting, vendor theft and vandalism.
- Complete proper paperwork and forms accurately and process under the correct filing system.
- Clean up messes or unsanitary conditions as soon as practical and immediately correct hazardous situations that may develop.
- Prevent, stop or report any loitering or illegal activities occurring on company property as soon as practical.
- Maintain outside areas on a daily basis. Ensure the grounds are clean of debris.
- Perform all other duties as assigned by the Manager or assigned designee.

Supervisory Responsibilities: None

Education and Experience:

- Must have High School Diploma or GED certificate.
- Minimum of 6 months of cash handling and customer service experience.
- Must be 18 years old or older.
- Must be willing to be CPR/First Aide, and obtain Food Handlers certification if

Clerk/Cashier – Cultural Center

Approved by Tribal Council 8/27/2018

applicable.

- Must be willing and able to work any shift including splits, evening, weekends, and holidays according to established procedures.
- Must have experience and be proficient in various computer programs.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute Cultural.
- Must have the ability to work with people from diverse Cultural, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

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: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.