



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Attendant / Cashier
Department: Yuhubi Nobi Gas Station and Market
Supervised by: Gas Station Manager
Pay Range: (T-3) \$12.36-\$17.30 /Hr (\$25,708.80-\$ 35,984.00) DOQ
FLSA Non - Exempt, (Hourly) Regular/Full Time

General Duties: To provide excellent and professional customer service to all customers in a friendly and timely manner. To provide efficient and accurate cash register transactions. To assist with stocking products throughout the store and coolers. To stock and clean the restrooms with the necessary items as well as all coffee and fountain drink materials. To stock materials at the pumps and keep a clean facility both inside and out of the station grounds. Other duties may be assigned as necessary. The attendant/cashier reports to the Gas Station Manager or designee.

Responsibilities:

- Greet and welcome customers, assisting them with their needs.
- The cashier is responsible to collect money and/or process credit cards in the Yuhubi Nobi Gas Station 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 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.
- 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.
- Provides customer service as needed at the pumps.
- Maintain outside areas on a daily basis. Empty trash daily, ensure the grounds are clean of debris.
- Assist with checking in all new deliveries as required for inventory and cost purposes.
- Perform all other duties as assigned by the Manager or assigned designee.

Supervisory Responsibilities:

- None

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

- 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.
- 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:

- Minimum of 6 months of cash handling and customer service experience.
- Must have High School Diploma, GED certificate or work permit.
- Must be 16 years old or older.
- Must be willing to be HazMat certified.
- Food Handler's Card is mandatory within first 30 days of employment.
- CPR, First Aid, and AED Certification within first 30 days of employment.
- Must complete ABC training within first 30 days of employment.
- Must complete other training as required.

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 be willing and able to work any shift including splits, evening, weekends, graveyard and holidays according to established procedures.
- 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.
- Ability to handle multi-tasking heavy work-exerting up to 50 pounds of force occasionally, and up to 30 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.