

**Kwahn Corporation**

**P.O. Box 1087**

**Burney, CA 96013**



**www.KwahnCorporation.com**

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**Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi**

Matthew Elmore Sr.  
**Chairperson**

David Hawkins  
**Vice-Chairperson**

Gwen Wolfen  
**Secretary**

Charles White  
**Board Member**

Mike Avelar  
**Board Member**

Daniel Forrest  
**Board Member**

### **Cashier Position Description**

**Position Title:** Mini-Mart Cashier

**Reports To:** Mini-Mart Manager

**Status:** Full Time

**Pay:** \$12.00/Hr.

#### **Summary:**

The Mini-Mart Cashier is responsible for overseeing the daily operations of the Pit River Mini-Mart. They complete many duties in order to maintain the store, which include attending to and assisting customers, accepting payments, stocking the shelves and maintaining station organization, preparing any hot food, cleaning, washing dishes and maintaining the balance of the cash drawer.

#### **Duties:**

- Performs cashier duties: operates cash register to itemize and total grocery and related items purchased; calculates total payments received at the end of work shift and reconciles with total sales.
- Ensures all paperwork is complete and processed for each work assignment.
- Balances out tills at the end of each shift.
- Assists in operation of a computerized inventory record keeping and reordering system.
- Receives merchandise and stocks shelves, coolers, freezers, and bins with a variety of grocery and related items.
- Ensures merchandise is marked with accurate pricings, refers to store Pricing Guide as needed.
- Sets up signs and displays to promote movement of merchandise.
- Ensures the deli area is fully stocked and clean at all times.
- Ensures the store is clean and organized; performs general maintenance and custodial work, such as mopping, dusting and picking up trash.
- Provides customer service in a professional manner; assists customers and responds to questions and requests in a pleasant, timely and helpful manner.
- Addresses customers' concerns/complaints; seeks timely and amicable resolutions.
- Complies with all departmental, company, state and federal laws, policies, procedure and any other applicable rules and regulations.

- Adheres to all established safety standards, ensuring compliance with company safety policies and procedures, TOSHA and OSHA regulations.
- Performs other duties and special projects as assigned.

**Qualifications:**

- High School diploma or GED preferred.
- Must be over 18 years of age.
- Must have excellent customer service and employee relations skills.
- Ability to add, subtract, multiply and divide; also, may compute discounts, fractions, ratios and percentages.
- Must possess a current and valid Food Handler's Card.
- Ability to work irregular hours, including nights, weekends and holidays.

**Physical, Environmental and Intellectual Conditions:**

- Manual and finger dexterity as required to perform daily job duties.
- Ability to occasionally sit for prolonged periods of time.
- Ability to frequently walk and/or stand for prolonged periods of time.
- Ability to frequently lift and/or move up to 35 pounds.
- Ability to occasionally lift and/or move up to 50 pounds.
- Ability to frequently bend, squat and/or stoop.
- Ability to frequently reach, climb and/or crawl.
- Frequently exposed to outside weather conditions, including variations in temperature and precipitation.

**Native American and Tribal Member Preference:** Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

**Note:** The Pit River Tribe offers a comprehensive Health (Medical-Dental-Eye and Life) Insurance package, Supplementary Cancer and Accidental insurance as well as enrollment in 401K and Flex Benefits after successful completion of probationary period as determined by the Tribal Administrator

**Contact:**

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