



13394 W Trepania Road
Hayward • Wisconsin • 54843
PHONE (715) 634-8934 • FAX (715) 634-4797

*** Job Opening ***

LCO Convenience Center Manager

POSTING DATE: October 22, 2019
CLOSING DATE: Until Filled
SALARY: Negotiable (D.O.Q.)
LOCATION: LCO Convenience Center
ADMINISTRATION: LCO Tribal Government Personnel Policies and Procedures

Position Summary:

The Convenience Store Manager will oversee the operations ensuring there are excellent customer relations, a team oriented working environment, and sound fiscal management. This will be accomplished through production of policies and procedures that address the mentioned areas and ensuring employee compliance with set policy and procedure.

Qualifications:

1. Mature Adult.
2. Tribal Preference applies.
3. Bachelor's Degree in Business Administration or closely related field and at least three (3) years managerial experience or;
4. Associate Degree in Business Management or its equivalent with some relevant college courses and at least five (5) years of Managerial experience.
5. Experience will include fiscal planning, budget controls, program operations, contracting services, supervisory (training, scheduling, effective employee counseling, employee performance reviews) policy development and implementation, and administration of both business and personnel operations.
6. Effective communication, both verbally and in writing.
7. Must be dependable, reliable, able to work independently, and be self-motivated
8. Ability to establish and maintain productive working relationships with staff, customers, sale representatives and management to effectively carry out job duties as required.

9. Attending further training/seminars/education to enhance skills
10. Maintain contact telephone number(s) and meet scheduled start times; be willing to work days, nights, weekends and holidays as needed and ability to work on short notice if needed.
11. Ability to plan, conduct and participate in meetings to promote a positive team oriented working environment and develop a reward system for group and/or individual goals.
12. Willingness to sign a confidentiality statement upon hiring.
13. Must be bondable under the Tribe's Bonding Policy during the course of employment for the Tribe as the Convenience Store Manager.
14. Must pass background check(s) and must also pass a pre-employment drug screen.

Duties and Responsibilities:

1. Maintain Confidentiality in all department matters.
2. Provide operational and financial reports to the Tribal Governing Board as requested.
3. Assume all operational responsibilities including product ordering and receiving, finances, and employee supervision including training of all new employees
4. Ensure facility equipment is updated and maintained as needed
5. Establish, demonstrate, and maintain the highest level of customer service for all employees to follow
6. Provide and maintain excellent customer service while ensuring the financial success of the LCO Convenience Center.
7. Ensuring that opening and closing schedules are followed and established appropriately
8. Encourage employee support and encourage employee relation systems of open communication and resolution of concern and complaints
9. Complete daily deposits, reconciliation reports as required and maintained
10. Review monthly financial statements to ensure current and future financial success
11. Ensuring the station opening and closing schedules are followed established appropriately
12. Ensure employees are verifying startup monies at the beginning of shift and reconciling monies at the end of shift through the use of established policies and procedures.
13. Conduct meeting to promote morale, productivity, and efficiency of employees
14. Address any and all complaints in a timely fashion through the use of established policies and procedures
15. Maintain an accurate filing system for all pertinent information relevant operations

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16. Ensure the cleanliness of the building facilities and surrounding areas through the completion of daily custodial and housekeeping by assigned employees
17. Establish policies and procedures to address the acceptance of any form of tender (currency, checks, credit and/or debit cards, etc.)
18. Review of position description for relevancy to current duties and/or addition/deletion of duties

Application Procedure:

Submit complete LCO Employment Application, resume, at least three (3) personal references, and any other supportive documents. Resume should be typed, indicating personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability.

Mail information to:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

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Hayward, WI 54843

Preference will extend first to Tribal Members then to other American Indians who meet the Minimum Qualifications of the position. This is in accordance with P.L. 93-638 and Federal Regulations on "INDIAN PREFERENCE."