

LCO Tribal Government
Human Resource Dept
Convenience Store Cashier



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

*** Job Opening ***

Cashier
LCO Convenience Store

POSITION: Cashiers (3)
POSTING DATE: March 18, 2020
CLOSING DATE: Until Filled
LOCATION: LCO Convenience Store
(at intersections of Hwy B & K)
SUPERVISION: LCO Convenience Store Manager
ADMINISTRATION: LCO Tribal Government Personnel Policies and
Procedures

Position Summary:

The LCO Convenience Store Cashiers will be responsible to provide excellent customer service to all customers by providing rapid, friendly service. The Cashiers will primarily be working in doors but will be responsible to assist in keeping the outer area of the store clean.

Qualifications:

1. Must be at least 18 years of age.
2. Tribal Preference applies
3. High school diploma or its equivalent is preferred
4. Must have, or be able to obtain, a Responsible Beverage License.
5. Some experience working with public
6. Some experience as a cashier or working with money is preferred
7. Must be dependable, reliable, and accurate.

LCO Tribal Government
Human Resource Dept
Convenience Store Cashier

8. Must be honest, trustworthy, and of good integrity,
9. Must not have been convicted of theft in the past seven (7) years
10. Must be able to pass background checks
11. Must be physically fit to perform duties.
12. Must be able to pass a pre-employment drug screen.

Physical Requirements:

1. Frequently lift and carry up to ten (10) pounds
2. Occasionally lift and carry up to thirty (30) pounds.
3. Must be able to stand for long periods of time, 8 hour shift with normal breaks.

Duties and Responsibilities:

1. Provide excellent customer service at all times.
2. Assisting Elderly or physically challenged customers
3. Follow established rules and expectation of the Convenience Store and the Convenience Store Manager.
4. Count in/out cash drawer monies, balance monies at end of shift, accurately maintains cash register monies.
5. Counting, preparing and reconciling cash register monies.
6. Stocking of shelf items (soda, candy, chips etc) and keep shelf items stocked as needed.
7. Monitoring interior/exterior for loiters and possible theft.
8. Light cleaning of sales area, storage area, and bathrooms, as needed.
9. Maintain entrance and exit to ensure safety of customers and employees.
10. Other related duties as may be assigned or requested.

Application Procedure:

Submit complete LCO Employment Application and Background Authorization Form.

Mail information to:

Lac Courte Oreilles Tribal Government
ATTN: Human Resources Department
13394 W. Trepania Road
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."