

Nch'kay

Position	Cashier Squamish Valley Gas Bar Retail Operations	Status	Term-Full-Time
Supervisor	Store Manager/Assistant store Manager	Hours	40-hour work week Including pro-rated paid breaks plus evening and weekend work as required.

Department Overview: Retail Operations exists to advance the efficiency, service, and profitability of revenue-generating operations within the Nch'kay.

Position Profile: This entry-level service position is responsible for selling retail related products to membership and the general public at the Squamish Valley Gas Bar and Convenience Store. The incumbent performs basic duties according to well-defined policies and procedures. The incumbent reports to the Store Manager and Assistant Store Manager. The position requires flexibility of schedule (days/weekends).

Typical Duties: Performs duties associated with, but not limited to, running the retail store including taking payment by cash or credit card, providing excellent service to customers, and stocking merchandise. Cleans sweeps and keeps tidy buildings and properties. Performs specific procedures and tasks associated with the particular operation e.g. monthly gas dips or cigarette inventory.

Responsibilities and Duties

1. Open and close shop
2. Provides service: make a sell
3. Stocks merchandise
4. Clean, sweep and keep tidy
5. Merchandise stocking
6. Assist with checking in all shipments for accuracy against the delivery ticket e.g., proper quantity, price, and quality as instructed
7. Counts inventory as instructed
8. Helps with making sure all merchandise is properly priced

Job Qualification

Education

- Completion of Grade 12.
- As career progresses, may be required to upgrade in order to obtain a Customer Service or Retail Management Certificate or Diploma.
- As career progresses, incumbent will be required to successfully complete job-required, short-term

upgrading, training and courses relating to WHMIS, merchandising and First Aid.

Experience

- Minimum of three (3) months directly-related experience in the majority of specialties listed in job description including selling retail products, stocking merchandise, etc. Experience may include work related assignments from the Squamish Nation on call pool.
- Previous experience working in a First Nations Community (particularly Squamish) is preferred.

Hiring Requirements

- Three (3) business references. Valid references must be a direct supervisor who is familiar with the applicant's work.
- Official copies of school records.
- Must be able to provide a valid Criminal Records Check.