

Yerington Paiute Tribe VACANCY ANNOUNCEMENT

Position Classification and Description
Tribal Council Approved: 8/12/2013
Revised by TC 3/2018

ADVERTISE/LOCAL OPEN



POSITION TITLE: Store Clerk
DEPARTMENT: Arrowhead Market
SUPERVISOR: Arrowhead Market Manager
WAGE: \$10.00
CLOSING DATE: Open Until Filled

POSITION SUMMARY: The primary function of this position is to assist in sales of products, maintain customer relations, assist in inventory control and sales reporting activities.

DUTIES:

- Provides customer service.
- Operates a cash register.
- Stocks shelves, coolers and stock room.
- Cleans store shelves, hot food area, tables, floors, counter, glass case and windows, restroom.
- Maintains outside area including gas pump/vacuum, picnic table area, etc.
- Records gas/diesel pump meter daily and record discount log.
- Closes out registers and reconciles daily z tape.
- Answers phone, Promotes products.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High school diploma or Equivalent.
- Good math and counting skills.
- Excellent customer service skills a must.
- Work well with others and be a team player.
- Previous convenience stores experience a plus.
- Able to work independently with minimum supervision;
- Dependable and trustworthy;
- Must be 21 years of age.
- Maintain strict confidentiality.
- Able to lift 40 lbs or more.
- Possess a valid Nevada Driver's License and be insurable.
- Pass pre-employment drug screen and complete background investigation.

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

Human Resources Department
171 Campbell Lane
Yerington, NV 89447
775-783-0265
Fax: 775-627-9022
Email: hrdirector@ypt-nsn.gov

Please note: *Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, Section 273.45, and/or 25 U.S.C. Section 5307. Also, applicant must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act, if applicable.*