

***** JOB DESCRIPTION *****

TITLE: SMOKE SHOP CLERK
SALARY: \$9.00
DATE OPEN: November 9, 2020
DATE CLOSED: November 23, 2020

Clerk will be under the supervision of the Smoke Shop Supervisor or designee on duty. Great customer service and organizational skills is a must.

TYPICAL DUTIES:

1. Opening and closing of cash register sales and preparing paperwork for the end of shift.
2. Stock shelves as needed daily; when groceries are delivered, they must be checked in and put away.
3. Cleaning store inside and outside (vacuum, sweep, mop, bathroom, pump dispensers, pump isles, trash, front doors and windows and cooler doors, dust and straighten shelves etc.
4. Designated cleaning day for the kitchen (sanitize all freezers and refrigerators inside and out, fryer, warmers, trash bins, floors, sinks, etc.
5. Check and change towel dispensers and water buckets. Sweep up sidewalk, parking lot area etc.
6. Fill the fountain trough with ice and bag ice.
7. Organize and clean workstation put products back where they belong do not leave things laying around de-clutter and sanitize the area and sweep/mop area.
8. Recording (print) tribal discounts properly with name, tribal affiliation, and number.
- 9. OTHER DUTIES AS ASSIGNED.**

QUALIFICATIONS:

- Must have basic knowledge of money handling

- Must have knowledge in 12 key calculator and G-Site Register
- Must be eighteen (18) years of age or older and possess a valid ID.
- Must be able to lift 50 pounds in weight.
- Must have basic knowledge of cleaning products, experience in cleaning, organizational skills, and great customer service skills.
- Must always have a neat and personal appearance.
- Must work rotating shifts, weekends, holidays, and over time when needed.
- Must be able to be bonded with the Elko Band Council insurance policy no prior convictions applicant is subject to a background check.
- Must be able to pass drug and alcohol testing.

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). Preference will be given to qualified Elko Band Enrolled members first, in accordance with the Elko Band Personnel Policy. However, the Elko Band Council is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of the Section 703 (1) of the Title VII of the Civil Rights Act of 1964, as amended in 1991.

APPLICATIONS:

Applications may be obtained from Elko Band Administration Office located at 1745 Silver Eagle Dr. Elko, NV 89801 or at the Elko Smoke Shop located at 1750 Silver Eagle Dr. Any questions regarding job openings or the application process contact Elko Band HR by calling (775)-738-8889.