



Spokane Tribal Enterprises  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 98 Wellpinit, WA 99040  
(509) 458-6578 / FAX (509) 458-6598

## **JOB ANNOUNCEMENT**

**Vacancy #** OCEO-18-002  
**Title:** Cashier  
**Supervisor:** Spoko Fuel General Manager  
**Location:** Airway Heights, WA  
**Status:** Part Time  
**Rate of Pay:** \$11.50/Hour  
**Opening Date:** January 1, 2018  
**Closing Date:** Open Continuous

### **Summary**

The Spoko Fuel Cashier assists in operating the Spokane Tribal Enterprises Spoko Fuel store, and provides excellent customer service while accurately transacting sales of fuel and merchandise. The Spoko Fuel Cashier maintains a clean and safe work environment to benefit both the customers and fellow employees.

### **Duties and Responsibilities**

- Provides top quality service at all times, and to every customer, in accordance with Spoko Fuel policies and procedures.
- Conducts sales transactions quickly and accurately. Operates a cash register by scanning all merchandise UPCs, to display retail pricing of customer purchases on the display monitor. Enters all transactions into the cash register, accepts payment and accounts for all funds.
- Reviews and checks customer credit cards and identification, strictly following policies and procedures. Obtains electronic authorization for all charges.
- Issues sale receipts to all customers, and counts back the correct change to all cash paying customers.
- Performs duties displayed on Spoko Fuel cleaning and daily task lists; stocks and merchandises as instructed by management.
- Accomplishes shift changes by documenting unit inventory counts of tobacco products and cash register counts at the beginning and end of every shift.
- Works with customers to identify needs and resolves any complaints and problems.

- Takes measures to preserve the safety of employees and all others in the work location. Wears required safety equipment.
- Verifies the age of customers purchasing alcohol or tobacco products and enters the customer's date of birth into the cash register.
- Verifies identification and documents all Tribal and Inter-Tribal discounts.
- Other duties as assigned.

## **OTHER REQUIREMENTS**

- Candidate must be 18 years of age or older.
- Candidate must be able to successfully pass a background check and pre-employment drug screening.
- Candidate must be able to obtain a Food Handler's Permit within 14 days of employment.
- Candidate must be able to obtain an Underground Storage Tank Class C Certification within 14 days of employment.
- Candidate must possess great communication skills, both verbal and written, along with the ability to deal effectively with people in multifaceted work environment.
- Candidate must be able to follow all safety guidelines and be familiar with and follow all Tribal, Federal and applicable Washington State laws pertaining to convenience store operations.
- Candidate must be able to work flexible shifts (all days of the week) and hours, holidays, and special events.

**Applications Are Available at the Spokane Tribal Enterprises Human Resources Department and can also be downloaded at [www.spokanetribe.com](http://www.spokanetribe.com)**

**Contact: Denise Abrahamson, Human Resources Director**

**P.O. Box 98**

**Wellpinit, WA 99040**

**Phone: 509.458.6578**

**Fax: 509.458.6598**

**E-mail: [Denise@spokoenterprises.com](mailto:Denise@spokoenterprises.com)**

**Spokane Tribal Enterprises Reserves the Right to Hire According to Its Indian Preference Policy**

**All Applicants are Subject to a Pre-Employment Drug Screening and Background Investigation**

**All Positions with the Spokane Tribal Enterprises are Subject to a 90-Day Orientation Period**