



## **Spokane Tribal Enterprises**

HUMAN RESOURCES DEPARTMENT

P.O. BOX 98 Wellpinit, WA 99040

(509) 458-6578 / FAX (509) 458-6598

### **JOB ANNOUNCEMENT**

**Vacancy #** OCEO-18-011  
**Title:** CREW MEMBER  
**Supervisor:** Two Rivers Resort Manager  
**Location:** Two Rivers Marina  
**Status:** Full Time/Seasonal/Non-Exempt  
**Rate of Pay:** \$11.50/Hour  
**Opening Date:** February 7, 2018  
**Closing Date:** Open Continuous

#### **Summary**

The Two Rivers Marina Crew Member will be responsible for providing all Two Rivers Marina customers and visitors with exceptional customer service, at all times. The Two Rivers Marina Crew Member will be responsible for the maintenance and repairs at the Two Rivers Marina, as well as maintaining a clean and safe working environment in accordance with the Spokane Tribal Enterprises policies and procedures.

#### **Duties and Responsibilities**

- Provides top quality service at all times, and to every customer, in accordance with Spokane Tribal Enterprise's policies and procedures.
- Provides immediate assistance with docking/securing customer boats arriving for re-fueling at the fuel dock. Ensures proper care and safety to customers and property while securing and releasing dock lines and otherwise assisting customer's arrival/departure from the fuel dock.
- Performs regular general clean-up maintenance of fuel dock: fuel hoses properly stored and ready for use, dock clear of debris and unnecessary items and equipment, trash emptied on a regular basis and disposed of in accordance with environmental and TOSHA regulations.
- Observes, monitors and operates the pump out station within established policies regarding sanitation and accident prevention.
- Reports danger or damage to marina docks, dock slips, or dock electrical boxes immediately, to a supervisor.

- Assists with day-to-day operational functions of the Two Rivers Marina, including the moorage facilities, store, fuel dock, pump out and all other Two Rivers Marina property.
- Conducts sales transactions quickly and accurately. Operates cash register, using scanner by passing UPC bar-coded items to display cost of customer purchases and tax (if applicable) on monitor screen. Enters all transactions into cash register, accepts payment and accounts for all funds.
- Reviews and checks customer credit cards, strictly following policies and procedures. Obtains electronic or telephone authorization for all charges.
- Accomplishes shift changes by documenting unit inventory counts of tobacco products and cash register counts at the beginning and end of every shift.
- Performs daily, weekly, and monthly cleaning and general task lists.
- Works with customers to identify needs and resolves any complaints and problems. Exercises good judgement in resolving any/all customer issues.
- Takes measures to preserve the safety of employees and all others in the work location. Wears required safety equipment.
- Becomes knowledgeable in all facets of the daily operations and assists other Two Rivers Marina employees in the performance of their duties.
- Ensures that confidentiality is strictly adhered to at all times.
- Verifies identification and documents all Tribal and Inter-Tribal discounts.
- Takes initiative in getting job duties and tasks completed without direction or direct supervision.
- Power washes houseboats and assists in cleaning of Spokane Tribal Enterprise owned houseboats.
- Dispenses propane for Two River Marina customers and guests.
- Ability to occasionally lift up to 50 pounds safely.
- Performs and completes 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 an Underground Storage Tank Class C Certification within 14 days of employment.
- Candidate with basic experience in carpentry, plumbing and electrical and mechanical functions is preferred.
- Candidate with prior experience dispensing propane is preferred.
- 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**

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**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**