



VACANCY ANNOUNCEMENT

Position: Cashier/Barista – On Call
Date of announcement: September 28, 2021
Closing Date: October 12, 2021
Salary: \$14.00/hr.

POSITION SUMMARY:

The Cashier/Barista reports to the Store Manager, provides the highest standard of customer service in the sale of store products and preparation of hot and cold beverages, performs cashier duties, stocks product, ensures legal sales of tobacco products, and assists in the maintenance and upkeep of the store grounds and equipment.

RESPONSIBILITIES:

1. Greet customers in a friendly and courteous manner.
2. Promote sales by describing and/or suggesting products.
3. Prepare and/or serve hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas.
4. Check patron identification to ensure legal sales of tobacco products.
5. Resolve customer service issues, escalating when necessary.
6. Operate a cash register while maintaining an accurate drawer.
7. Clean and/or sanitize work areas, utensils, and equipment.
8. Perform scheduled and interim cleaning and maintenance of store equipment.
9. Monitor temperatures of freezer, refrigerators, or heating equipment for proper function.
10. Order, receive, and stock supplies and retail products
11. Assist with inventory control.
12. Maintain a well-groomed, neat, and sanitary appearance.
13. Observe all company policies.
14. Other duties as assigned.

QUALIFICATIONS:

1. Be at least 18 years of age
2. No record of money or theft related felony or misdemeanor convictions.
3. No record of criminal convictions of any kind in the past five years.
4. Three months experience dealing with cash registers in a retail environment.
5. Ability to make change accurately.
6. Ability to stand for up to four hours at a time.
7. Ability to lift and carry up to 40 pounds on a regular basis.

8. Ability to bend and kneel to stock shelves.
9. Ability to cope with workplace stress.
10. Excellent written and oral communication skills.
11. Ability to work assigned schedule.

WORKPLACE ENVIRONMENT:

1. **PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough/uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping.
2. **WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy, and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria’s traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma AND College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ramador@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.