



JOB ANNOUNCEMENT

POSITION: Gift Shop Cashier
DEPARTMENT: Gift Shop
STATUS: Part Time
RATE: \$11
NUMBER OF POSITIONS: 1
REPORTS TO: Gift Shop Supervisor

JOB SUMMARY:

Assists in the Gift Shop providing a high level of customer service to guests and maintains inventory.

ESSENTIAL JOB FUNCTIONS:

- The stocking of gift shop item.
- Provide customer service for shoppers and casino guests.
- Operate cash register and fill out daily sales log.
- Prepare month-end inventory according to departmental procedures.
- Must be able to work a flexible schedule as necessary.
- Performs other job related duties as assigned.

QUALIFICATIONS:

- Responsible for selling gift shop merchandise.
- Solely responsible and accountable for cash funds during their shift.
- Must have good customer service skills.
- Must have experience with 10-key calculator.
- Must have cash register skills.
- Must have experience in inventory and be able to take inventory accurately.
- Must be flexible to cover shifts.
- Must process transactions accurately and maintain variances to an absolute minimum.
- Must be able to work and maintain a high degree of concentration to perform the required work tasks.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned area.
- Read, write, speak and understand English.
- Lifting requirements in excess of 35 lbs. or greater "repetitive" and carrying up to 20 lbs.
- Must be able to stand 10% of work time.
- Must be able to walk 10% of work time.
- Must have manual dexterity and coordination to operated equipment, PC computers, and fax machine and photo copier.

SHIFT: SWINGS
OPENING DATE: APRIL 22, 2019
CLOSING DATE: Until Filled

If interested in position please submit a letter of interest to Randy Lewis, Gift Shop Manager

(Tribal need to submit job application /resume to HR)

Mazatzal Casino reserves the right to make changes to the above job description whenever necessary.