



Position Title: Cashier
Scheduled Hours: **Part Time**
(hours may vary depending on need)
Reports To: Manager
Wage Scale: starting wage \$10.80hr+ (depending on qualifications)

Overview:

The gas station cashier is responsible for operating the cash register, processing customer payments for gas, food, and other merchandise, providing excellent customer service, maintaining store cleanliness, restocking shelves, and ensuring compliance with all store policies, including age verification for alcohol and tobaccos sales; they may also prepare and handle food.

Required Skills and Qualifications:

Essential Job Functions

Essential job functions listed with or without reasonable accommodation must be performed by this job title.

- **Customer Service:** greet customers, positive attitude, answer questions, assist with product selection, and resolve customer complaints.
- **Cash Handling:** operate the cash register, accurately process transactions, handle cash, credit cards, and other forms of payment, and provide correct change.
- **Inventory Management:** stock shelves with merchandise, rotate products to ensure freshness, and monitor inventory levels.
- **Cleanliness:** maintain a clean and organized work environment, including cashier counter, restrooms, store floors, and pumps. This may involve sweeping, mopping, or cleaning spills.
- **Compliance:** adhere to all company policies and procedures, including age verification for alcohol and tobacco sales.
- **Reporting:** balance cash register daily, report any discrepancies, and complete required paperwork.
- **Standing:** cashiers often stand for long periods of time while operating the cash register and interacting with customers.
- **Lifting and Carrying:** cashiers need to lift and carry items like snacks, drinks, or other merchandise to restock shelves or assist customers.
- **Reaching and Bending:** reaching to scan items, retrieving items from shelves, and bending to pick up dropped items are common tasks.
- **Repetitive Movements:** operating the cash register, scanning items, and handling money involve repetitive hand and arm movements.

Tools and Equipment Used

- Computer, scanner, associated software, general office equipment (copier, fax machine, phone system, etc.), register, pumps, and all other equipment as required to perform the duties and responsibilities of this position.



Physical Demands

- The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 lbs and climb ladders.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies from quiet to extremely loud depending on the situation that the employee is confronted with. Weather conditions may vary while daily tasks must be completed.

Qualifications/Required Knowledge, Skills, and Abilities

- High school diploma or general education degree (GED) required
- Must be at least 21 years of age.
- Valid driver's license.
- Ability to pass a criminal background check and drug test.
- One year of experience as a clerk or cashier is preferred.
- Ability to remain calm with a pleasant attitude is required.
- Ability to handle money and make accurate change is required.

Benefits and How to Apply:

- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided
- 401 K with up to 3% match, paid holidays, biweekly pay schedule
- **To apply: Visit <https://iowatribeofkansasandnebraska.com> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 or e-mailed to rpankau@iowas.org . Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.**