

KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION
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TITLE: Cashier

POSITION: Part-Time

LOCATION: Trading Post

SUPERVISOR: Manager

General Duties:

Individual will perform a variety of routine clerical administrative and financial work by receiving payments from customers for fuel and convenient items.

Essential Duties:

- Operates cash register by keying ticketed price on items and makes change, accepts checks and issues receipts or tickers to customers.
- Processes credit card transactions by verifying cardholder information and completing other bankcard service requirements.
- Record amounts received and prepares reports of transactions.
- Reads and records totals shown on cash register tape and verifies against cash on hand.
- Receives the public and answers questions, responds to inquiries from customers, employees and others.
- Restocks convenient items and cleans general area for the next shift.
- Must do spot check for cleanliness of restroom area and dining/ lounge areas.
- Any other duties assigned by supervisor.

Qualifications:

- High School Diploma or G.E.D.
- One year of responsible related experience.
- Ability to perform cashier duties accurately.
- Effectively meet and deal with the public.
- Communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Able to work a variety of shifts and weekends.

Drug-free Workplace Policy:

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applications in the absence of qualified Indian Preference eligible.

Privacy Act:

The Tribal Child Support Enforcement Program Director must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 552a) (i).

Job description: Trading Post Cashier

Signature

Date

The Kickapoo Tribe in Kansas reserves the right to amend this job description at any time.
Revised 4/16/09