



# MESCALERO APACHE TRIBE

## Job Announcement

**Position Title:** Cashier

**Department:** Tribal Store

**Employment Status:** Non-Exempt

**Grade:** NE3

**Open date:** November 15, 2023

**Closing Date:** December 01, 2023

### Job Summary

Provides customer service, operates cash register and performs currency transactions.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Greets and answer customer questions concerning location, price and use of merchandise.
- Responsible for operating the cash register, daily records and the proper handling of cash.
- Stocks shelves, counters or tables with merchandise. Rotates inventory as needed.
- Counts bank at beginning of shift.
- Sets up advertising displays or arrange merchandise on counters or tables to promote sales.
- Stamp, mark or tag prices on merchandise when needed.
- Obtains merchandise requested by customer or receive merchandise selected by customer.
- Total price and tax on merchandise purchased by customer to determine bill.
- Accepts payment and make change. Wrap or bag merchandise for customers.
- Maintains a clean and orderly register area at all times.
- Assists in other departments as well.
- May check in vendors.
- Takes out trash and ensures cleanliness of store.
- Performs other duties as assigned.

### Minimum Qualifications

- High School Diploma or GED.
- Customer service and cash handling experience preferred.
- Must be 21 years of age.
- Must have a valid NM Alcohol Servers License.
- Must have good mathematical skills.
- Must have a valid NM Driver's License.
- Must have dependable and reliable transportation.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### Knowledge, Skills and Abilities

- Knowledge of basic arithmetic.
- Knowledge of cash register operations, sales methods and techniques.

- Skill in accurately using a cash register and making change.
- Ability to work extended hours and various work schedules.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to follow instructions in verbal and written format.
- Ability to use good judgment and foresight.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment**

Work is generally in an indoor setting with a moderate to high noise level. Stocking in refrigerators where exposure to cold conditions may occur. Prolonged standing. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.