



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

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**JOB TITLE:** Cashier – Ojibwe Mall  
**SUPERVISOR:** Store Manager  
**POST DATE:** July 23, 2015  
**CLOSING DATE:** August 6, 2015

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**General Description:** The primary responsibility of this position is to accurately complete customer transactions and provide excellent customer service. Must pay attention to detail, learn and operate cash registers and control monitors.

**Qualifications:** High school diploma or equivalent is preferred, but not necessary. Prior customer service, experience in retail helpful, working with general public is preferred.

**Salary:** \$8.50-9.50 per hour/ Dependent upon qualifications

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** : Cashier

**B. DEPARTMENT:** LDF Ojibwe Mall/Tribal Gas Station

**C. SUPERVISOR'S TITLE:** Store Manager

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to accurately complete customer transactions and provide excellent customer service. Must pay attention to detail, learn and operate cash registers and control monitors. Specific responsibilities include, but are not limited to the following:

1. Fills customer merchandise orders and accurately rings up sales
2. Collects money from customers & makes accurate change for all transactions
  - a) Cash handling: Money, personal checks, credit cards, W.I.C. drafts and S.N.A.P.
3. Responsible to bag customer purchases.
4. Keep register area neat and clean.
5. Is responsible for stocking shelves and rotating inventory every shift.
6. Reconcile inventory.
7. Maintain and clean the business at all times.
8. At end of shift: Reconcile cash drawer; complete report for accurate deposit information.
9. Responsible for the LDF Ojibwe Mall/Tribal Gas Station to be operated in an efficient and business like manner.
10. Other duties as assigned.
11. Cross-training required.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with supervisor and coworkers
2. **External:** Heavy, frequent contact with customers and the general public.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Performs job responsibilities receiving direction and supervision from the Store Manager.

**H. EDUCATION:** A high school diploma preferred, but not necessary.

**I. EXPERIENCE:** Prior customer service, experience in retail helpful, working with the general public is preferred.

