JOB ANNOUNCEMENT

JOB TITLE: Gas Station Attendant
SUPERVISOR: Store Manager
POST DATE: July 27, 2015
CLOSING DATE: August 10, 2015

General Description: The primary responsibility of this position is to complete customer transactions and provide excellent customer service.

Qualifications: A high school diploma or equivalent is required.

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

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: Gas Station Attendant

B. DEPARTMENT: Ojibwe Market

C. SUPERVISOR’S TITLE: Store Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to complete customer transactions and provide excellent customer service. Specific responsibilities include, but are not limited to the following:
   1. Operate cash register, collect cash payments from customers, make change as needed or charge credit card and provide receipts.
   2. Clean and maintain station as needed inside and outside.
   3. Dispose of trash inside and outside.
   4. Stock incoming merchandise and rotate.
   5. Provide customer service and assistance.
   6. Watch for theft and drive-offs.
   7. Other Job related duties as assigned.

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 or equivalent is required.

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

J. SKILLS: Must pay attention to detail, be able to accurately complete customer transactions, operate or learn cash registers and control monitors. Must have good mathematical and customer service skills.
K. WORKING ENVIRONMENT:

1. **Work Conditions:** The majority of responsibilities are performed within the confines of the business operation with exposure to differentials in temperature.

2. **Exposure to Hazards:** May be exposed to situations where customer behaviors may create undesirable conditions.

3. **Physical Requirements:** Standing, sitting, walking, bending and able to lift 50lbs safely is required.

L. **BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Gas Station Attendant to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

M. **OTHER:** Must be reliable, prompt, neat, courteous, personable, helpful, work well with other employees; handle customer relations to assure customer satisfaction. Be able to work flexible hours including mornings, evenings, weekends and holidays, hours vary: may increase with the summer season. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. **SIGNATURE:**

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Tribal Administrator       Date