



QUILEUTE TRIBAL ENTERPRISES

LONESOME CREEK CONVENIENT STORE

P.O. Box 67, La Push, WA 98350

(360) 374 4333

Position: **Cashier 1**
Supervisor: Store Manger
Location: Lonesome Creek Store
Work Info: Full Time: 40 Hrs./Week (M-Su)
Salary: DOQ/E

**** Filling 1 Position ****

POSITION SUMMARY:

We are eagerly seeking a friendly, reliable team player to join our staff as Cashier 1. In this role, you will be responsible for accurately scanning and processing customer purchases, ensuring prices and quantities are correct, and efficiently collecting payments. Providing excellent customer service is key—this includes answering questions, recommending products, and processing returns or exchanges with a positive attitude.

In addition to cashier duties, stocking merchandise, maintaining a clean and organized work area, and supporting overall store operations are essential parts of the job. The ideal candidate is dependable, detail-oriented, and enjoys working in a fast-paced, team-focused environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Greet customers promptly and courteously as they enter the store
- Accurately scan, ring up, and process sales transactions using POS system
- Ensure prices and quantities or items are correct at checkout.
- Collect payments via cash, credit/debit cards or other approved methods.
- Issue receipts, refunds, credits, or change due to customers.
- Answer customer questions and assist with product recommendations.
- Maintain a clean, organized, and stocked checkout area.
- Restock shelves, merchandise displays, and impulse-buy areas near the register.
- Assist with general store cleaning, including sweeping, wiping counters, and emptying trash.
- Clean all areas that correspond with the daily check lists
- Deep clean areas as assigned by Shift Supervisor
- Assist with breakfast and lunch cooking and deep frying when needed
- Must be able to work varying shifts, weekends, and holidays
- Must be a self-starter and work independently
- Must be a team player and work well with co-workers
- Must be able to work under stressful conditions
- Pick up small trash, cigarette butts, and clean up any breakage
- Organize store displays and remove trash, food, and equipment as needed
- Other duties as assigned

Approved by Motion #1457 on 4/23/2025

SKILLS, KNOWLEDGE AND ABILITIES

- Customer Service: Ability to engage with customers in a friendly, helpful, and professional manner.
- Attention to detail
- Basic Math Skills: Comfortable handling cash, giving change, and operating a point-of-sale system
- Communication skills: Strong verbal communication to clearly assist customers and collaborate with coworkers.
- Problem-Solving: Handles Returns, complaints, or unexpected issues calmly and efficiently.
- Teamwork: Works well with others to maintain a smooth store operation and support team goals.
- Time Management: Able to manage multiple tasks efficiently during busy periods.
- Flexibility: Willing to take on various tasks including cleaning, stocking, or helping in other departments.
- Technology Literacy: Comfortable using registers, scanners, and other point of sale equipment.

WORK ENVIRONMENT:

- Convenience store setting, customer interaction and service.

PHYSICAL DEMANDS:

- Must be able to lift 30 lbs.
- Stand for 8 hours

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:**Required Qualifications:**

- Must have or obtain a WA State Food Handler's permit within upon hiring.
- Must be at least 18 years of age

Preferred Qualifications:

- Experience as a Cashier is preferred

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Applications can be downloaded at www.quileutenation.org/job-openings/

Send Application Package Via email: cynthia.barajas@quileutetribe.com

-OR-

**The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.