



***Picayune Rancheria of the Chukchansi Indians***  
**49260 Chapel Hill Drive**  
**P.O. Box 2226**  
**Oakhurst Ca 93644**  
**(559) 412-5590**

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**POSITION DESCRIPTION – Chukchansi Crossing Travel Center-Manager – (1) Full Time**

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**Reports To: TBD**

**Department: Chukchansi Crossing Travel Center**

**Status: Exempt**

**Salary Range: DOE**

Applications accepted at the PRCI Administrative Office M-F 8-5, phone 559-412-5590 ,  
[jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

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**Summary & Scope of Position:**

The Store manager is responsible for day to day store operations, including scheduling, training and supervising employees. The Store Manager is responsible for the store profits, and all controllable expenses including labor, inventory levels, as well as cash and inventory shortages.

**Primary Responsibilities:**

1. Follow and enforce all Company Policies and Procedures.
2. Implement and supervise completion of established tasks for all staff.
3. Monitor daily retail gasoline competitors and adjust store prices to reflect company pricing strategy.
4. Reconcile daily tobacco sales and release product from storage for projected day sales.
5. Count and monitor cash drops, reconciliations, and inventory.
6. Prepare daily bank bags for secure pickup.
7. Complete daily paperwork and computer entries in a timely manner as established by management.
8. Conduct Store meetings as needed with employees.
9. Knowledge to perform all duties of a store Cashier and Attendant.
10. Understand all information in the daily reporting of store operations.
11. Create and maintain periodic sales reports and spreadsheets.
12. Communicate and perform all price changes as determined by upper management.
13. Supervise orders and deliveries of all vendors.

14. Enforce all safety and security policies documenting and reporting all incidents to Tribal Administration/Human Resources

15. Other duties as assigned and required

**Requirements and Qualifications:**

1. H.S. Diploma or GED required.
2. Food handler's certification
3. Minimum of five (5) years - experience in gas station/travel center environment.
4. Experience working in culturally diverse environment and with American Indian community residents, knowledge of their values and belief systems and ability to provide culturally competent services.
5. Continued employment is contingent upon satisfactory completion of a state and federal background check and pre-employment drug screening.
6. Valid California Driver's License required & other duties as assigned.

Please note this job description is not designed to cover and/or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Tribal Preference Statement**

*Chukchansi Tribal preference applies.*

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(Approval Signature)

\_\_\_\_\_  
(Date)

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(Employee Signature)

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(Date)