



*Willow Glen Smoke Shop*  
*Chukchansi Inc.*  
*Picayune Rancheria of the Chukchansi Indians*  
49260 Chapel Hill Drive  
Oakhurst, CA 93644  
(559) 412-5590 – FAX (559) 666-3321

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**POSITION DESCRIPTION – Sales Clerk**

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Reports To: Manager

Department: Smoke Shop

Status: Non-Exempt

Salary Range: DOE

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**Summary & Scope of Position:**

Under the direction of the Store Manager, the Team Member will carry out all of the necessary functions of a cashier, front counter support and maintenance services for the Smoke Shop.

**Primary Responsibilities:**

1. Will perform duties of cashier and front counter sales.
2. Responsible for providing excellent customer service.
3. Responsible for cash register transactions balance with receipts.
4. Will be responsible for stocking merchandise.
5. Will provide janitorial services for the Smoke Shop as needed. (dusting, cleaning counters, sweeping, cleaning bathrooms, windows etc.)
6. Set-up and take down merchandise displays as needed.
7. Maintain supply inventory and ordering of janitorial and related supplies
8. Empty trash from all assigned areas
9. Clean and sanitize all restrooms and monitor the supplies and needs on a daily basis
10. Clean and vacuum all carpet areas as scheduled.
11. Maintain neatness of all shelves and storage areas in the supply room
12. Perform other related duties as assigned

**Requirements and Qualifications:**

1. High school diploma or GED preferred
2. Must have or develop an understanding of Indian Country culture and values.
3. Must have ability and positive attitude to promote learning and adaptation to change
4. Sales experience preferred.
5. Ability to operate POS device.
6. Must have good work ethic, good "people skills" and organizational skills

7. Must have good oral communication skills.
8. Time management; schedules, ability to prioritize and multi-task
9. Strong organizational skills, attention to detail
10. Flexible; ability to adapt to rapidly changing priorities
11. Requires a valid California Drivers License, Proof of Insurance
12. Must be able to pass a pre-employment drug test

***Chukchansi Tribal Member Preference Applies***