



Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

Phone: (360) 758-4223 Fax: (360) 758-2573

JOB ANNOUNCEMENT

JOB TITLE: Assistant Manager

EXEMPT: Yes

SALARY: DOE

SHIFT: Day

LOCATION:

STATUS: Full Time

JOB CODE:

ORGANIZATION: Lummi Commercial Company

DEPARTMENT: Retail

SUPERVISOR: Store Manager

VACANCY: 1

JOB SUMMARY: Under the direction of the Store Manager, the Assistant Manager is responsible for ensuring the proper store management of the Lummi Commercial Company (LCC) retail enterprise. Under the direction of the Store Manager, the Assistant Manager has the necessary authority to maintain the facilities, supervise staff, and ensure the facility is operated in a manner that will yield the maximum profits to the Lummi Indian Business Council (LIBC).

ESSENTIAL JOB DUTIES & RESPONSIBILITIES: includes the following, and other duties as assigned:

- Assist the Manager in operating the business in a manner that will yield the maximum long-term distribution to the LIBC
- Ensure the policies and procedures necessary for the proper management of the operation are documented, accessible and adhered to
- Assist the Manager with completing office duties and supervise the completion of the operation's daily reports, track high-selling inventory, cashier overages and shortages, and ensure the daily reports are delivered in a timely manner
- Executes store-level Marketing Plan to attract customers; ensures operations execution to earn repeat business, customer retention and loyalty
- Promote sales growth through merchandise execution
- Undertake proper ordering and receiving of inventory and fuel, including accuracy and proper condition of order by appropriate staff
- Ensure fuel storage and dispensers meet environmental and government regulations
- Adjust fuel prices as required by the Director of Retail Operations (DRO).
- Ensure all inventory is secure and properly maintained to reduce waste while maintaining sufficient levels of product
- Meet with the Manager to review weekly and monthly sales reports and the annual operating budget
- Coordinate with appropriate Managers on pertinent issues
- Serve as the subject matter expert on the operation's systems, POS, inventory, etc
- Supervise all inventory functions including input of invoices and month end inventory
- Ensure the operation, including buildings, parking lot, equipment, etc are properly maintained and function safely
- Ensure security of employees, customers, facilities, and merchandise
- Resolve customer complaints while adhering to company policies
- Plan work schedules and review employee evaluations and corrective actions
- Train, supervise, and mentor employees on all matters with an emphasis on customer service
- Ensure opening and closing procedures are followed, when necessary, by all employees
- Attend trainings, conferences and meetings as required or mandated

KNOWLEDGE, SKILLS & ABILITIES

- Able to remain calm, professional, and respectful at all times toward all customers, staff, vendors, and LCC stakeholders
- Able to work in a fast-paced environment and motivate all team members to do the same
- Must be able to exercise good judgment, balance priorities and workload, and adhere to **strict deadlines** for Accounting and Human Resources
- Abide by all Federal, State, and Tribal laws
- Abide by the Washington State Liquor Laws for Alcohol and Tobacco sales
- Maintain the highest degree of confidentiality at all times, including but not limited to Social Media

REQUIREMENTS

- Lummi/Native American/Veteran policy applies. All qualified applicants encouraged to apply
- High school diploma or GED required
- Requires three (3) years of progressive work history. Retail, convenience store, and/or travel center work history preferred
- Two (2) years successful experience supervising and training 5-10 employees preferred
- Two (2) years successful experience effecting and deciphering budgets preferred
- Requires excellent cash handling, problem solving, oral and written communication skills, as well as attention to detail and follow up
- Requires fluency in computers, including MS Office, Excel, Word, Outlook and office equipment
- Requires willingness to work in excess of 40 hours per week and flexible shifts as needed
- Requires strong communication skills and the ability to work with people of diverse backgrounds
- Requires willingness to take direction and work with multiple managers on simultaneous tasks
- Requires willingness to work various shifts that include holidays, nights, overnights, and weekends and fill-in during the Manager's absence
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LCC Substance Abuse Policy
- Must pass an extensive criminal background check
- Must possess valid Washington State Driver's license and meet insurance eligibility requirements

Management reserves the right to revise the position description and to require that other tasks be performed when the circumstances of this position change.

I understand that this is an Indian Preference job subject to Tribal and Lummi Commercial Policies. I understand that this position, as are all positions with the Lummi Commercial Company, LIBC, LNSO and all other Tribal Enterprises, is subject to yearly random drug and alcohol screening/ testing and testing following any on the job injury and/or when a supervisor reasonably believes an employee is unfit for duty. I also understand that if I refuse to test or test positive I will be subject to Section 606 of the LCC Alcohol and Drug Free Workplace policy, including possible termination from employment.

I have discussed the above outlined job duties with my immediate supervisor and understand that these duties will serve as the basis for performance evaluations in the future.

Employee Name:

Employee Signature:

Date:

Supervisor Name:

Supervisor Signature:

Date:

LUMMI COMMERCIAL COMPANY EMPLOYMENT APPLICATION

2751 Haxton Way #1, Bellingham, WA 98226, 360-758-4223 T, 360-758-2573 F

Tom Kinley ThomasK@lcc-lummi.com

Please include a cover letter and resume along with this application.

Please Type or Print. Answer all questions fully and accurately.

Your Application will not be considered if incomplete, unsigned, or returned after advertised closing date.

Name			
Please list any aliases, previous name, nickname, other name change legal or otherwise			
Address (Street, PO Box)		City	State
			Zip Code
How long at this residence?		If less than 1 year provide other addresses	
Phone No:		E-mail Address:	
Valid WA driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally permitted to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you enrolled in a Federally Recognized Native American Nation/Tribe?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, you must provide official enrollment verification to qualify for Native Preference. Attach enrollment card.			
Name of Tribe/Nation:		Are you a Lummi Fisherman? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Enrollment No:		Are you an American Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide Branch, service dates, & discharge type:			
Have you ever been fingerprinted? If yes, list reason:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of any offense(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Include all offenses where you have been found guilty, pled guilty or nolo contendere (no contest). Leave out traffic fines of less than \$50.00. FAILURE TO DISCLOSE WILL RESULTS IN LOST EMPLOYMENT OPPORTUNITY.			
Cashier Addendum Questions. (Answer if applying to work in any of our stores.)			
Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to lift 40 pounds unassisted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you over 21? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to stand for long periods? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have or are you capable of obtaining a Food Handler's Permit within 90 days?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Positions(s) Applying For: (Check all that apply)			
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> On-Call	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Cove	<input type="checkbox"/> Mini Mart	<input type="checkbox"/> 260 TFS	<input type="checkbox"/> LIBC Café
		<input type="checkbox"/> Other:	<input type="checkbox"/> Skipper's
Years of Experience:		Expected Salary:	
(Provide Copies of Transcripts or Diploma)		EDUCATION	
Type of School	Name and State	Years Completed	Graduated Y/N
High School			
Vocational/Trade			
College/University			
Type of Degree Obtained <input type="checkbox"/> Associates <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PHD <input type="checkbox"/> Other _____			
What is your Degree in?			
Please provide any additional knowledge, skills, qualifications that you may have, and any professional organizations, which you belong to that, are relative to the position(s) you are currently applying for.			
Must list 3 references that can be contacted for verification. (Professional who can verify your work abilities.)			
Name	Title	Company	Phone Number/Email
HR Use Only			
Date Received: _____		Received from: _____	
		Entered into Database: _____	

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Please list names of your immediate family member(s) that are currently employed with the Lummi Nation

Family Members Name	Position/Title	Relationship
Employment History (Please List Present or Last Position First) Provide work history for last 5 years. If unemployed or in school please list. Supplemental sheet available.		
Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay
Explain in Detail your duties		
What do/did you enjoy <u>most</u> about this position?	What do/did you enjoy <u>least</u> about this position?	
Explain why you left this position or why you wish to leave current position		
Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay
Explain in Detail your duties		
What did you enjoy <u>most</u> about this position?	What did you enjoy <u>least</u> about this position?	
Explain why you left this position		
Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay
Explain in Detail your duties		
What did you enjoy <u>most</u> about this position?	What did you enjoy <u>least</u> about this position?	
Explain why you left this position		
<p align="center">Agreement and Declarations</p> <p align="center">Please Read the Following Prior to Signing Application</p> <p>I certify that the statements made in this application are correct and complete to the best of my knowledge.</p> <p>I understand that false or misleading information may result in termination of my employment.</p> <p>I authorize the LCC Human Resources Department to verify any of the statements, employment/education information provided and to solicit information desired in connection with this application. I hereby release said organizations, companies and individuals from all liability for any damage for issuing this information. I understand that all positions are subject to criminal background investigation.</p> <p>If accepted for employment with the LCC, I agree to abide by all of the LCC Policies and Procedures.</p> <p>I understand that any false statements made by me may be considered sufficient cause for cancellation of any opportunity to work for the LCC and/or dismissal if already employed.</p> <p>I understand that if I owe the Lummi Nation or any of its entities an account receivable or other debt, I must make arrangements to pay this debt to be considered for a position with the Lummi Nation. The HR Department must receive from the LIBC Accounting Dept. a written statement stating I have made arrangements to repay my debt.</p> <p>I understand that THE LCC IS A DRUG FREE WORKPLACE. All employment offers are contingent upon successfully passing a drug and alcohol test. Applicants who fail the initial drug/alcohol test cannot reapply for 3 months. All employees are subject to annual random drug testing and testing following any on-the-job injury and when a supervisor reasonably believes and employee is unfit for duty. In addition to random testing some positions are considered a Safety, Security-Sensitive position, which requires annual drug and alcohol testing. If an employee refuses to test or tests positive they will be terminated, in accordance with the policy set forth in the LCC Alcohol and Drug Free Workplace Policy.</p>		
Signature of Applicant		Date

Supplemental page for Residence verification

Name		
Address (Street, PO Box)		
City	State	Zip
Dates lived at this residence:		

Address (Street, PO Box)		
City	State	Zip
Dates lived at this residence:		

Address (Street, PO Box)		
City	State	Zip
Dates lived at this residence:		

Address (Street, PO Box)		
City	State	Zip
Dates lived at this residence:		

Address (Street, PO Box)		
City	State	Zip
Dates lived at this residence:		

Supplemental page for employment history

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay
Explain in Detail your duties		
What do/did you enjoy <u>most</u> about this position?		What do/did you enjoy <u>least</u> about this position?
Explain why you left this position or why you wish to leave current position		
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