



Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

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

JOB DESCRIPTION

JOB TITLE: Supervisor (Mini Mart & Fisherman's Cove)

EMEMPT: No

SALARY: DOE

SHIFT: All

LOCATION: Retail Operations

STATUS: Full Time

JOB CODE:

ORGANIZATION: Lummi Commercial Company

DEPARTMENT: Retail Operations

SUPERVISOR: Store Manager

VACANCY:

JOB SUMMARY: Under the direction of the store Manager, the Supervisor is responsible to: 1) Provide direct support to the Store Manager; 2) Manage front line operations in accordance with policies and procedures; 3) Provide superior customer service and ensure customer satisfaction to all store patrons

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

- Assist the Manager with office duties: data entry, daily reports, payroll, invoices, shift paperwork, incident reports, schedule employee shifts, etc
- Supervise work station assignments/rotations, employee breaks, coordinate till start up/closing and shift changeovers
- Open and/or close the store according to policy and procedure
- Train and coach all new employees, including conducting employee performance reviews, corrective actions and informing management of staffing issues or needs
- Process transactions that include: cash, credit/debit cards, checks, EBT, WIC, tribal/employee discounts, etc
- Issue receipts, refunds, credits or change due to customers
- Balance till and receipts daily, document discrepancies and maintain a safe and secure working environment for all handling of cash
- Greet customers upon entering establishment and thank them upon departure
- Resolve customer complaints and answer questions
- Utilize hand-held scanner to inventory and place orders for grocery, cigarettes and supply items
- Verify and enter inventory orders to invoices
- Inspect all work areas for inspection requirements
- Supervise inventory cycle and physical counts
- Participate in on-going training as required

KNOWLEDGE, SKILLS & ABILITIES

- Able to serve all customers with the utmost respect, attitude and conduct themselves in a calm and professional manner at all times
- Able to demonstrate supervisor qualities and take initiative to suggest improvements
- Able to work with all staff in a respectful and professional manner at all times
- Must be able to exercise good judgment, balance priorities and workload
- Must be able to communicate effectively with all employees including those that work the front line and upper management
- Abide by the Washington State Liquor Laws for Tobacco sales

- Able to utilize a computer to clock-in/out, use a POS system, hand held scanner and other electronic equipment to perform job duties
- Must be able to maintain overages and shortages within acceptable level
- Maintain the highest degree of confidentiality at all times

MINIMUM QUALIFICATIONS:

- Lummi/Native American/Veteran policy applies
- High School Diploma or GED required
- Requires fluency in computers, Excel, Word, Outlook and office equipment
- Excellent cash handling, problem solving, oral and written communication skills, as well as attention to detail and follow up are required
- One (1) year as an LCC Cashier or two (2) years' experience customer service/cashier preferred
- Prior Supervisor experience preferred
- Requires strong communication skills and the ability to work with people of diverse backgrounds
- Must obtain a food handlers permit within 90 days of employment
- Must display a friendly and positive demeanor with the ability and willingness to promote and sell products
- Must be able to lift up to 40 lbs unassisted
- Must be able to stand for long periods of time
- Must be able to bend, kneel, climb, walk, use hands and fingers to handle and feel objects, tools and controls
- 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 a valid Washington State Driver's license and meet eligibility requirements for tribal insurance

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	
When are you available for work?		<input type="checkbox"/> Anytime <input type="checkbox"/> 5:30am-3:00pm <input type="checkbox"/> 1:30pm-12:30am <input type="checkbox"/> Weekends	
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"/> Skipper's	<input type="checkbox"/> Loomis Trail
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: _____	
Rev. 6.26.2019			

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 most about this position?

What do/did you enjoy least 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 most about this position?

What did you enjoy least 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 most about this position?

What did you enjoy least about this position?

Explain why you left this position

Agreement and Declarations

Please Read the Following Prior to Signing Application

I certify that the statements made in this application are correct and complete to the best of my knowledge.

I understand that false or misleading information may result in termination of my employment.

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.

If accepted for employment with the LCC, I agree to abide by all of the LCC Policies and Procedures.

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.

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.

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.

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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