



Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

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

JOB ANNOUNCEMENT

JOB TITLE: Supervisor (Fisherman's Cove)

OPEN: July 31, 2020

EMEMPT: No

SALARY: DOE

SHIFT: All

LOCATION: Retail Operations

STATUS: Full Time

CLOSE: August 7, 2020

JOB CODE:

ORGANIZATION: Lummi Commercial Company

DEPARTMENT: Retail Operations

SUPERVISOR: Store Manager

VACANCY: 1

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.

TO APPLY:

To obtain a Lummi Commercial Company (LCC) Application go to: <https://www.lummi-nsn.gov/widgets/JobNow.php> or request by email NatalieW@lcc-lummi.com For more information contact the Lummi Commercial Company Human Resources at (360)758-4223 x1007. Submit LCC Application, Cover Letter, Resume & Reference Letters no later than 4:00 p.m. on the Closing Date. If listing requires Degrees or Certifications please include copies with the Application packet. Mailing Address: 2751 Haxton Way, Bellingham, WA 98226, LCC Human Resources FAX Number (360)758 -2573.

LUMMI COMMERCIAL COMPANY EMPLOYMENT APPLICATION

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

Natalie Williams nataliew@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:

☐ Yes

☐ No

Are you legally permitted to work in this country:

☐ Yes

☐ No

Are you enrolled in a Federally Recognized Native American Nation/Tribe:

☐ Yes

☐ 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:

☐ Yes

☐ No

Enrollment No:

Are you an American Veteran:

☐ Yes

☐ No

If yes, provide Branch, service dates, & discharge type:

Have you ever been fingerprinted? If yes, list reason:

☐ Yes

☐ No

Have you ever been convicted of any offense(s):

☐ Yes

☐ No

Include all offenses where you have been found guilty, pled guilty or 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:

☐ Yes

☐ No

Are you able to lift 40 pounds unassisted:

☐ Yes

☐ No

Are you over 21:

☐ Yes

☐ No

Are you able to stand for long periods:

☐ Yes

☐ No

Do you have or are you capable of obtaining a Food Handler's Permit within 90 days:

☐ Yes

☐ No

When are you available for work:

☐ Anytime

☐ 5:30am-3:00pm

☐ 1:30pm-12:30am

☐ Weekends

Positions(s) Applying For: (Check all that apply)

☐ Full-Time

☐ Part-Time

☐ On-Call

☐ Seasonal

☐ Travel Center

☐ Other:

☐ Cove

☐ Mini Mart

☐ 260 TFS

☐ LIBC Café

☐ Skipper's

☐ 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 ☐ Associates ☐ BA ☐ MA ☐ PHD ☐ 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. 6.16.2020

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

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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 desire 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:		

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City	State	Zip
Dates lived at this residence:		

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Dates lived at this residence:		

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City	State	Zip
Dates lived at this residence:		

Supplemental page for employment history

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