



# Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

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

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## JOB DESCRIPTION

**JOB TITLE:** 260 Tobacco & Fine Spirits/Travel Center Manager

**OPEN:** July 31, 2020

**EMEMPT:** Yes

**SALARY:** DOE

**SHIFT:** All

**LOCATION:** Retail Operations

**STATUS:** Full Time

**CLOSE:** August 7, 2020

**JOB CODE:**

**ORGANIZATION:** Lummi Commercial Co.

**DEPARTMENT:** Retail

**SUPERVISOR:** Director of Retail Operations

**VACANCY:** 1

**JOB SUMMARY:** Under the direction of the Chief Operating Officer (COO), the store Manager is responsible for ensuring the proper store management of the 260 Tobacco & Fine Spirits store. In carrying out that responsibility, the store Manager has the necessary authority to maintain the facilities, supervise store staff, and ensure the store 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:

- Ensure the store is operated 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
- Prepare the operation's daily reports, track high-selling inventory, cashier overages and shortages and ensure the daily reports are delivered in a timely manner
- Undertake proper ordering and receiving of inventory, including accuracy and proper condition of order by appropriate staff
- Ensure all inventory is secure and properly maintained to reduce waste while maintaining sufficient levels of product
- Meet with the COO to review weekly and monthly sales reports and the annual operating budget
- Coordinate with appropriate Managers/Directors 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
- Serve as the operation's archivist, responsible for maintaining operational records
- Resolve customer complaints
- Plan work schedules and review employee evaluations and corrective actions
- Train, supervise, and mentor the operation's shift supervisors
- Attend trainings, conferences and meetings as required or mandated

## **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 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 Liquor and Tobacco sales
- Maintain the highest degree of confidentiality at all times

## **REQUIREMENTS**

- Lummi/Native American/Veteran policy applies. All qualified applicants encouraged to apply
- High school diploma or GED required
- Requires two (2) years experience in retail operations
- Requires six (6) months experience as an LCC Supervisor or equivalent thereof
- Requires excellent cash handling, problem solving, oral and written communication skills, as well as attention to detail and follow up
- Requires fluency in computers, Excel, Word, Outlook and office equipment
- Requires willingness to work in excess of 40 hours per week 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
- Must be able to lift up to 40 lbs unassisted
- Must be able to sit/stand for prolonged 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 LBC Drug & Alcohol Free Workplace Policy
- Must pass an extensive criminal background check
- Must possess a valid Washington State Driver's license and meet eligibility requirements for 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](mailto: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 [nataljew@lcc-lummi.com](mailto:nataljew@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 RESULT 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
<b>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.</b>		
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		
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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"><b>Agreement and Declarations</b></p> <p align="center"><b>Please Read the Following Prior to Signing Application</b></p> <p>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.</p>		
Signature of Applicant		Date

## Supplemental page for Residence verification

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

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



## Supplemental page for employment history

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