



Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

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

JOB ANNOUNCEMENT

JOB TITLE: Cashier (260 Tobacco & Fine Spirits)

OPEN: October 15, 2020

EMEMPT: No

SALARY: DOE

SHIFT: All

LOCATION: 260 Tobacco Store

STATUS: Full Time

CLOSE: Until Filled

ORGANIZATION: Lummi Commercial Company

DEPARTMENT: Retail Operations

SUPERVISOR: Store Supervisor

VACANCY: 2

JOB SUMMARY: Under the direction of the Store Manager and Supervisor, the Cashier is required to provide superior customer service, ensure customer satisfaction to all store patrons, cross train in all areas of the store, and follow all procedures pertaining to till accountability.

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

- Process transactions that include: cash, credit/debit cards, checks, 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.
- Use product knowledge to make product recommendations when asked by customers.
- Request and review proper identification to ensure proof-of-age.
- Open and/or close the store according to policy and procedure.
- Stock shelves and face products utilizing First-In, First-Out (FIFO) rotation.
- Conduct inventory cycle and physical counts.
- Crosscheck product delivery with vendors.
- Clean and maintain interior and exterior of the store, including restrooms.
- Regularly communicate with supervisor, assistant store manager, and store manager.
- 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 work with all staff in a respectful and professional manner at all times.
- Abide by the Washington State Liquor Laws for Alcohol and Tobacco sales.
- Able to utilize a computer to clock-in/out, use a POS system, handheld scanner, and other electronic equipment to perform job duties.
- Knowledge of wine, fine spirits, liquor, and cigarettes to better serve the customer.

- Maintain the highest degree of confidentiality at all times.

MINIMUM QUALIFICATIONS

- Lummi/Native American/Veteran policy applies.
- Must be 21 years of age or older.
- High School Diploma or GED required.
- At least one (1) year work experience working with wine, fine spirits, and liquor.
- Three (3) months of cashier/customer service experience preferred.
- Must obtain an alcohol 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 Drug & Alcohol Free Workplace Policy.
- Must pass an extensive criminal background check.

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.