



# Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

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

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**JOB ANNOUNCEMENT**  
**JOB TITLE:** Cashier (Part Time)  
*Lummi Mini Mart*

**\*\*EXTENDED\*\***

**OPEN:** November 16, 2020

**EXEMPT:** No

**SALARY:** \$13.50 Per Hour (DOE)

**SHIFT:** All

**LOCATION:** Lummi Mini Mart

**STATUS:** Part-Time

**CLOSE:** Until Filled

**JOB CODE:** N/A

**ORGANIZATION:** Lummi Commercial Co.

**DEPARTMENT:** Retail Operations

**SUPERVISOR:** Mini Mart Manager

**VACANCY:** 2

**JOB SUMMARY:** Under the direction of the Mini Mart Manager and Supervisors, the Part Time 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 store operations.

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

- Process transactions that include cash, credit/debit cards, checks, EBT, WIC, Tribal/Employee Discounts, fuel, tobacco, grocery, 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
- 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
- Always follow the company's chain-of-command policy
- Monitor own evaluation due dates to ensure evaluations are conducted on-time
- Consistently seek out tasks that improve the appearance and/or efficiency of operations
- Participate in on-going training as required

## **KNOWLEDGE, SKILLS & ABILITIES**

- Able to serve all customers with the utmost respect, a good 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 Lummi Code of Laws and 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
- Maintain the highest degree of confidentiality at all times

## **MINIMUM QUALIFICATIONS**

- Lummi/Native American/Veteran policy applies
- Must be 18 years of age or older to be employed by departments that sell tobacco products and 21 years of age or older to be employed by departments that sell alcohol
- Three (3) months of cashier/customer service experience *preferred*
- Employees employed by departments that sell tobacco and/or alcohol products must complete Responsible Liquor Sales Class within 90 days of employment
- May be required to obtain a food handler 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](mailto:NatalieW@lcc-lummi.com) or [SunshineF@lcc-lummi.com](mailto:SunshineF@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.