

Opening: 09/18/2017 3:00PM

Closing: 09/22/2017 3:00PM



## Wichita Tribal Smoke Shop Job Posting

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**Position:** Full -Time Cashier  
**FLSA Designation:** Non-Exempt  
**Location:** Hinton, Oklahoma  
**Wage Status:** Hourly

**Shift:** Days, Evenings, Weekends,  
Holidays as needed.  
**Reports to:** Smoke Shop Manager

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### **SUMMARY:**

Responsible for the day-to-day operations of the Wichita Tribal Smoke Shop and provide an interactive shopping experience for guests while ensuring the delivery of exceptional guest service. All functions will be performed within guidelines of the Wichita and Affiliated Tribes Tax Commission policies and procedures, minimum Internal Control Standards and objectives.

**ESSENTIAL DUTIES:** The following is a list of the main duties/responsibilities. Other duties are assigned by reporting senior.

1. Maintains a thorough, working knowledge of laws, rules, and regulations of the Wichita and Affiliated Tribes Tax Commission personnel policies and procedures.
2. Accurately handles cash and credit card transactions.
3. Able to operate cash register to total guests' purchases and accurately balance cash drawer on a daily basis.
4. Maintains inventory and displays within assigned area to merchandising standards by stocking, facing, straightening, and cleaning or any other task necessary to maintain appearance of salability of items.
5. Maintain cleanliness of store and stock room by re-shelving merchandise, dusting, vacuuming, etc.
6. Instill a guest service attitude in all employees.

7. Assists customers by phone or in person by responding to requests for orders or information.
8. Solicits sales of new or additional products.
9. Maintains a professional appearance reflective of the Wichita Tribal Smoke Shop and Wichita Tribal Tax Commission image and conduct behavior in a mature and professional manner.
10. Performs all other duties to be assigned.

**REQUIRED QUALIFICATIONS:**

- Must be 18 years or older.
- Must possess effective communication, organizational, and analytical skills.
- Must be extremely numbers-oriented and computer-literate.
- Must be able to perform each essential duty satisfactorily with or without reasonable accommodations.
- Ability to read, write and comprehend simple instructions, short correspondence, and memos.
- Must be able to obtain and maintain a Gaming license.
- High School diploma or GED required.
- Must be able to operate a cash register/POS system.
- Minimum of one year cash handling experience.
- Proven ability to work with numbers and cash accurately.
- Lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

**Applications can be picked up and returned to:**

**Wichita Tribal Smoke Shop  
5304 N. Broadway  
Hinton, Oklahoma 73047**

**Or**

**Wichita Tribal Tax Commission  
1 1/4 Miles North of Anadarko  
on Highway 281  
Anadarko, Oklahoma 73005**