

Opening: 6/15/2023

Closing: On -Going



## WICHITA TRIBAL SMOKE SHOP & FUEL STATION Job Posting

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**Position:** Gas Station Attendant  
**FLSA Designation:** Non-Exempt  
**Location:** Anadarko, Oklahoma  
**Wage Status:** Hourly

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

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### SUMMARY:

Responsible for providing excellent customer service, managing the gas pumps, and maintaining the cleanliness of the station. Requires strong organizational skills, and must be able to work independently. 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.

- Maintains a thorough, working knowledge of laws, rules, and regulations of the Wichita and Affiliated Tribes Tax Commission personnel policies and procedures.
- Accurately handles cash and credit card transactions.
- Able to operate Point of Sales Register to total guests' purchases and accurately balance cash drawer on a daily basis.
- Prepares daily deposits, Loomis deposits and the daily cash audit packets.
- 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.
- Maintain cleanliness of store and stock room by re-shelving merchandise, dusting, vacuuming, etc.
- Instill a guest service attitude in all employees.
- Assists customers by phone or in person by responding to requests for orders or information.

- Solicits sales of new or additional products.
- 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.
- Clear away gas and oil spills with a neutralizing agent and rid material appropriately.
- Notify manager about damaged equipment.
- Monitor the self-service pumps and assist customers as needed.
- Maintaining the facilities and perform general maintenance task as needed, such as regularly checking the gas pump service islands and ensure that paper towels and windshield cleaning supplies are in stock.
- 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 have reliable transportation.
- Minimum of one-year cash handling experience.
- Proven ability to work with numbers and cash accurately.
- Lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

*Indian Preference Act: Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian heritage certified by tribe of affiliation.*

**ONLY CANDIDATES THAT MEET REQUIRED QUALIFICATIONS WILL BE CONSIDERED. PREVIOUS APPLICANTS NEED NOT APPLY**

**Applications are online or can be picked up and returned to:**

<https://wichitatribe.com/boards/tax-commission.aspx>

**Wichita Tribal Smoke Shop & Fuel Station**  
 32107 US HWY 281  
 Anadarko, OK 73005  
 (405)-648-7034  
[wichitatribalsmokeshop@gmail.com](mailto:wichitatribalsmokeshop@gmail.com)

**Or**

**Wichita Tribal Tax Commission**  
 1 1/4 Miles North of Anadarko  
 on Highway 281  
 Anadarko, Oklahoma  
[leah.kaulaity@wichitatribe.com](mailto:leah.kaulaity@wichitatribe.com)