



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Gas Station Store Manager
Department: Bishop Paiute Gas Station and Convenience Store
Supervised by: BPDC Director, or designee
Pay Grade: E3 \$51,750 - \$72,450 annual, DOQ
FLSA: Exempt, Salaried / Regular; Full Time

Position Summary: The Store Manager directs and coordinates the day-to-day operations of the Bishop Paiute Tribe's Gas Station and Convenience Store Enterprise. This position directly supervises the overall business activities and personnel and is responsible for all aspects of federal, state and Tribal compliance laws and issues relating to the Gas Station and Convenience Store.

Indian Preference: The Bishop Paiute tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

ESSENTIAL DUTIES:

1. Responsible for planning, development, implementation and enforcement of policies and procedures to ensure effective operations of all Gas Station and Convenience Store activities.
2. In coordination with the BPDC Director and CFO, develops the annual budget for the enterprise. Closely monitors and works within approved budget.
3. Manage the daily operations focusing on efficiency and customer satisfaction. Address complaints as needed.
4. Responsible for the safety compliance of the enterprise. Conducts safety reviews and assessments of the facility and premises on regularly scheduled intervals. Maintain all safety records for the enterprise.
5. Responsible for counting the daily cash drops for accuracy and preparing cash for Financial Carrier Services pick-up as needed. Coordinates transactions to ensure appropriate amounts of cash and coin for the front safe. Provides the proper documentation of cash flow to the Fiscal Department.
6. Works closely with the Enterprise Accountant and Fiscal department staff on all accounting tasks, paperwork and reporting, ensuring all work is completed in a timely manner.
7. Assists staff with scanning in deliveries and cross checking all invoices to ensure the billing and inventory is accurate. Assists with accurate entries in SSCS/POS systems.
8. Responsible for generating the staff work schedules ensuring adequate coverage. Work to keep overtime expenses to a minimum.
9. Works directly with vendors to ensure we are getting the best price of our purchased cost of goods to maximize profit margins.
10. Coordinates with IT Department in running/installing new updates of software when needed or required by our Point-of-Sale provider.
11. Schedule the necessary quarterly inventory process with the third-party inventory firm. Review and follow-up on all inventory reports ensuring accuracy within the enterprise.
12. Run the daily store close reports and enter fuel deliveries into the system.
13. Responsible for the ATM machine operations, refilling of the ATM, and proper documentation and reporting.
14. Communicates and coordinates any facility maintenance tasks with the BPDC Maintenance Team and Director. Coordinates all fuel system repair and maintenance services and any station operational system maintenance (POS, SSCS) in a timely manner.
15. Monitors the fuel prices based on the area to maintain the most competitive prices. Follow recommended fueling strategies and Board of Directors directives.
16. Implement sales, promotions, marketing, and advertising for all Gas Station/Convenience Store activities.
17. Review profit and loss statements along with other financial reports to aid in the preparation of reports to be submitted

to the BPDC Board of Directors and Tribal Council as needed.

18. Supervise all Gas Station/Convenience store employees, including employee reviews, termination, hiring, scheduling and approval of leave/absences.
19. Maintain continuing direct communication with the BPDC Director, along with written and oral reports on Gas Station/Convenience Store operations and plans
20. Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- High school diploma or GED required.
- Minimum of 5 years of job-related gas station, convenience store and deli management experience required.
- Bachelor's degree in business administration/management preferred.
- Must have knowledge and understanding of EPA and OSHA requirements. i.e. pertaining to Above Ground Storage tanks (AGST).
- Experience working with petroleum equipment operations preferred.

Other Requirements:

- Ability to manage and prioritize multiple assignments and meet deadlines.
- Must be available to be on call after hours, holidays, evenings and weekends for work as scheduled and/or in the event of emergencies.
- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity, including but not limited to, appropriate greetings in Paiute language, ceremonial and cultural event recognition, etc.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
2. *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
3. *Analytical Skills* - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.
4. *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
5. *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
6. *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
7. *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
8. *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
9. *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
10. *Organized* – the individual keeps clean and organized workspace and projects.
11. *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
12. *Technology Skills* – Operates various word-processing, spreadsheets, accounting, HR and database software programs in a Windows environment.
13. *Safety Oriented*- Observes surroundings to maintain a safe working environment for community members and co-workers.

PHYSICAL REQUIREMENTS

- Ability to work long hours as needed.
- Ability to frequently stand, walk, sit, perform desk-based computer tasks, and use a telephone.

- Ability to occasionally kneel or crouch.

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor / Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted job responsibilities/conditions.

Employee
Signature: _____ Date: _____

HR
Signature: _____ Date: _____

Manager/Supervisor:
Signature: _____ Date: _____