



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Cashier Clerk
Department: Owens Valley Paiute Shoshone Cultural Center
Supervised by: Cultural Center Director
Pay Grade: NE2 \$17.73 - \$23.05
FLSA: Full-Time; Non-Exempt

Position Summary: An experienced professional to assume the position as the Clerk Cashier with the Owens Valley Paiute Shoshone Cultural Center. Under the supervision of the Cultural Center Director the Cashier Clerk will provide excellent and professional customer service to all customers in a friendly and timely manner to ensure a safe and enjoyable visit. To provide efficient and accurate cash register transactions. To stock and clean the gift shop, exhibit areas, meeting rooms and restrooms with the necessary items as well as clean and help maintain all supplies, materials, and equipment utilized in the day-to-day operations of the Cultural Center. To stock, prep and assist in setting up and break down of special events and facility requests. To help purchase, restock and inventory gift shop items and materials.

***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.

Job Duties:

- Greet and welcome customers, assisting them with their needs in an engaging and positive manner.
- The cashier is responsible for collecting money and/or processing credit cards in the Cultural Center and accurately input all transactions into the cash register.
- Paying attention to detail to ensure they balance and close out daily sales at the end of each shift.
- Ensures merchandise is properly stocked neatly and professionally displayed.
- Assist in gift shop purchases, reordering, and gift shop inventory and reports.
- Works in conjunction with Museum staff, docents and other tribal programs staff to ensure daily operation of the Cultural Center and grounds are satisfactory.
- Be alert to prevent shoplifting, vendor theft and vandalism.
- Complete proper paperwork and forms accurately and process under the correct filing system.
- Maintain outside areas on a daily basis. Ensure the grounds are clean of debris.
- Assist and help during community outreach activities and events.
- Help Museum staff maintain and enhance the permanent and interpretative exhibits (both indoors and outdoors).
- Perform all other duties as assigned by the Manager or assigned designee.

Education and Experience:

- Must have High School or GED certificate.
- Minimum of 6 months of cash handling and customer service experience.
- Must be 18 years old or older.
- Must be willing to obtain CPR/First Aid and Food Handlers certification if applicable.
- Must be willing and able to work any shift including splits, evenings, weekends, and holidays according to established procedures.
- Must have experience and be proficient in various computer programs.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for the Paiute and Shoshone Culture.
- 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.
- Knowledgeable and willing to learn computer hardware and software applications that are used on a daily basis. Possess the following technical skills work processing, internet competencies, adobe graphic design/illustrators, and database/spreadsheet knowledge.
- Must have and maintain a valid California Driver's License and be insurable under the Tribes existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Competencies:

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

- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *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.
- *Analytical Skills* - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *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.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized* – the individual keeps clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.
- *Safety Oriented* - aware of surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/Work Environment:

Normal office conditions apply, including repetitive wrist and arm movement and long periods of sitting or standing. Ability to lift 30 pounds with assistance. The ability to focus, bend, carry, reach to the side, front and overhead, push, pull, walk, stand, twist and squat are occasional requirements in a normal office setting.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____