



POSTED: August 30th, 2023

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Assistant Manager

DEPARTMENT: Convenience Store

SUPERVISOR: C-Store Manager

LOCATION: Resort

EMPLOYMENT: Full-Time

PAY RATE: \$16.00 - \$18.00/Hour (Exempt) D.O.E

LICENSE STATUS: Key-Employee

DESCRIPTION:

Works under the primary direction of the Manager and assists in the day-to-day operation of the C-Store. Under the direction of the Store Manager may complete ordering, pricing, and inventory. Interim C-Store Manager when Manger may be absent. Must also perform all duties of a Cashier/Clerk as needed.

RESPONSIBILITIES:

- Provide excellent service to guests, internal and external, through active guest engagement and positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Convenience Store Department Policy and Procedure Manual.
- Concentrates efforts on customer service in a positive and friendly manner.
- Can perform all duties assigned to C-Store attendant.
- Responsible for accurate handling of monies including ensuring accuracy of money in, money out of cash bank.
- Responsible for filling voids in work schedule.
- Assist Manager with paperwork, reports statement, scheduling, and inventory.
- Acts as a role model for employees and concentrates efforts on customer service in a friendly and positive manner.
- Dresses professionally and displays a professional demeanor on and off duty.
- Operates a cash register, makes accurate changes, and operates an electronic credit card terminal.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or GED,
- Must have above average math and computer skills.
- Knowledge of and be able to complete basic reports utilizing MS Word and Excel programs.
- Must be able to manage multiple tasks.
- 2 years' previous managerial experience.
- Ability to perform minor maintenance and cleaning of the facility and grounds. This may include lifting to 50 pounds.
- Must be available to work varying shifts including weekends and holidays.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS:

- Marketing knowledge and able to assist in developing plan-o-grams and resets including end caps, isle shelves and counter displays.
- 5 years C-Store experience

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

Date Approved by LVD Gaming Commission: 05/16/2023.

Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023

Northern Waters Casino Resort

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Sign_____Date_____

