

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Part-Time Cashier/Deli Cook
X2

Position Number: 4509

Department: Mini-Mart

Location: Carney

Issuing Date: December 10, 2009

Closing Date: Until Filled



Mailing Address:

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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY: Under the direction of the Mini Mart Manager, the cashier/cook is responsible for cashier register, deli area, cleanliness and excellent customer service.

DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Operates electric cash register
- Responsible for fast and clean service of all areas to Mini-Mart customers.
- Control food production to include: proper cooking methods, cooking time and temperature ensuring sanitation, handling and storage of prepared food and leftovers.
- Is flexible with break schedule and can meet customer's needs.
- Keeps working environment clean at all times.
- Provides prompt, friendly and courteous service.
- Accepts payment and makes change as necessary
- Takes cash register reading and completes daily reports
- Stocks and orders inventory, as needed
- Breakfast/Lunch deli preparation.
- Cleans food prep area and store area.

QUALIFICATIONS AND REQUIREMENTS:

- Must pass criminal background check
- Native American Preference
- Multi-tasked orientated
- Excellent customer service
- Must submit to drug test as a condition of employment

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent required.
- Previous money handling experience preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.