



# TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

## JOB POSTING

**Opening Date: 09/21/2015      Closing Date: 10/05/2015**

**Position Title:** Store Clerk

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**Department:** Eagle Feather Trading Post #2

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**Work Schedule:** Varies/ Part-Time

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**Wage Rate:** \$9.00/Hr./ Paid Bi-Weekly/ Non-Exempt

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If you are interested in this position, please submit the following:

- Completed Application
- Food Handlers Certificate
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit to:**

Human Resources  
Tule River Indian Tribe of CA  
340 N. Reservation Rd.  
Porterville, CA 93257  
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



**TULE RIVER ECONOMIC DEVELOPMENT CORPORATON**  
31071 Hwy 190 Porterville, CA 93257

**JOB DESCRIPTION**

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**TITLE:** Store Clerk

**WORKSITE:** Eagle Feather Trading Post #2  
40103 Highway 33  
Kettleman City, CA

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**GENERAL POSITION DESCRIPTION**

The Store Clerk assist customers in a friendly and professional manner. Responsible for processing and serving food and beverage orders, conducts payment transactions, maintains merchandise inventories and prices. The Store Clerk/ Server cleans and maintains their work area and performs all other duties assigned by their supervisor.

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**DUTIES AND RESPONSIBILITIES:**

1. Greets all guests with enthusiasm and friendliness
2. Processes customer transactions, operates register equipment, and meets front-end performance goals, while following all safety procedures
3. Maintains inventory or examines merchandise to identify items to be reordered or replenished
4. Receives, opens, and unpacks merchandise orders, checking invoice against items received
5. Stocks storage areas and displays with new or transferred merchandise;
6. Sets up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales
7. Cleans display cases, shelves, tables, maintains work area
8. All other duties assigned

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**QUALIFICATIONS:**

1. High school diploma or general education degree (GED).
2. Two (2) years of high volume public contact experience or an equivalent combination of education and experience preferred.
3. Must be 18 years of age or older.

4. Must be computer literate.
5. Must pass a pre-employment drug and alcohol screen.
6. Must clear a background check.
7. Must be professional, polite, and respectful towards all guests.
8. Must be able to handle extended hours when necessary.
9. Must be able to work weekend and holidays.
10. Excellent interpersonal skills with demonstrated patience, tact and respect.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to write clearly and concisely using correct grammar to record and report information.
2. Ability to communicate with persons of various social, economic, and cultural backgrounds.
3. Ability to influence others in a positive manner.
4. Ability to handle and maintain confidential information.
5. Excellent verbal and listening skills.

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**PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 50 pounds frequently.
- The employee is required to sit, stand or walk for long periods of time, as well as bending, reaching, twisting, turning, stooping, and kneeling.
- Specific vision abilities required by this job include near and far sighted vision
- Ability to occasionally climb a ladder to store or retrieve materials, and/or place or remove signs
- Ability to grasp, reach and manipulate objects with hands up. (This work requires eye-hand coordination, and may require bilateral coordination of hands)
- Able to work in cold environments ( stocking and cleaning coolers)
- The job requirements list is not a complete description of responsibilities, but the list reflects the general qualifications, duties and/or responsibilities necessary to perform this position. The Company reserves the right to revise the job description when circumstances are necessary for reasons like, but not limited to, new systems, technical developments, emergencies, workload and/or personnel changes.

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**This position reports to:** Assistant Store Manager/Store Manager

**Supervises:** None

**Salary:** Pay Range 2: \$9.00/HR  
Paid Bi-Weekly/ Non-Exempt

**Working Hours:** Part-Time/Varies

**Benefits:** None

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).