



Lead Retail Attendant JOB POSTING

POSITION: Lead Retail Attendant
COMPANY: Prairie Band One Stop
LOCATION: Prairie Band Potawatomi Nation Reservation
STATUS: Part Time

JOB SUMMARY: The Lead Retail Attendant is responsible for providing the sale of merchandise to guests in a fast, friendly, and accurate manner. The Lead Retail Attendant also assists in day to day operations and duties as assigned, including sales, inventory, personnel and strategic planning. The primary job duties of the Lead Retail Attendant include the following:

PRIMARY JOB DUTIES:

- Accurately operate a cash register including all cash and credit transactions
- Ensure guest satisfaction by providing speedy service, excellent customer service and being attentive to guest needs
- Ensure inventory levels are adequate and stocks merchandise as needed
- Protects company assets
- Adhere to company and compliance policies
- Maintain a clean and safe environment for employees and customers
- Assist in planning and managing day to day operations, including training, recruitment, and scheduling of employees
- Ensuring compliance of company policies
- Ensure customer questions/concerns are handled in a timely manner that is also satisfactory to both the guest and the company
- Other duties as assigned

QUALIFICATIONS:

- 2 year degree preferred, high school diploma or equivalent required
- 6 months prior sales, cashier or money handling experience preferred
- Successfully pass a background check and pre-employment drug screening
- Ability to work under pressure while still providing excellent guest service
- Excellent organizational skills, time management skills, and punctuality are essential
- Must have a valid driver's license and be insurable
- Ability to amend schedule or pick up additional hours to meet business demands
- Must be able to work both independently or as a team member
- Must successfully pass a math proficiency test

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

- Operate in mentally and physically stressful situations, lift up to 50 pounds
- Must be able to stand for entire shift, up to 10 hours
- Must be able to read, write, and speak English

APPLICATION PROCESS:

- All applicants must submit a completed application and relevant accompanying documents. Applicants who have an submitted an application within the past twelve months and would like to be considered for this posting must email jobs@prairiebandllc.com to have their application reactivated.

Mail

Prairie Band, LLC
PO Box 159
Mayetta, KS 66509

or

Email (PDFs)

jobs@prairiebandllc.com

For Questions Call or Email (785) 364-2463 or jobs@prairiebandllc.com

Prairie Band One Stop is subject to Title 22: Employment Code of the Prairie Band Potawatomi Nation. In accordance with Title 22, this position is designated as a **TIER 1** position. Preference will be given to individuals to the extent required pursuant to Section 22-2-4(B).