



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT**

**POSTING DATE: 03/10/09  
POSTING DATE ENDING: Continuously  
Accepting Applications  
(POSTED IN AND OUT)**

**TITLE: SALES ASSOCIATE**

**LOCATION: ISLETA ONE-STOP CONVENIENCE STORE**

**DEPARTMENT: ISLETA ONE-STOP CONVENIENCE STORE**

**NO. OF POSITIONS: Full Time**

**POSITION #: OPEN POSTING #: OPEN**

**STATUS: NON-EXEMPT**

**SALARY RANGE: A2 - \$10.22 - \$12.08 PER HR.**

**DESCRIPTION OF WORK**

**General Statement of Duties:** The C-Store Sales Associate interacts with and serves customers, handles transactions, and provides superior customer service through the efficient operation of the store.

**Supervision Received:** Works under the supervision of the Store Manager or Assistant Store Manager.

**Supervision Exercised:** None.

**DUTIES AND RESPONSIBILITIES:**

1. Reports to work on time, follows work schedule as posted and scheduled, or notifies Store Manager in advance of absence.
2. Operates Passport electronic cash registers, calculators, and other equipment.
3. Practices good customer service skills in a friendly and efficient manner.
4. Maintains equipment, external appearance of store and outside grounds, and cleans floors, windows, restroom, food preparation areas, shelves, or counters, etc.; readies high-margin products such as coffee, fountain drinks, and similar items.
5. Stocks and maintains shelves, sales area, and grocery items ensuring correct temperatures, refrigeration and frozen food requirements, and in accordance with established sanitary standards.
6. Follows store policies when selling controlled substances including alcohol and tobacco products.
7. Prepares shift sales and work-sheet reconciliation including cash shortages in excess of store policy.
8. Completes a shift change report at the end of shift as directed by Store Manager.
9. Works various work shifts including evenings, graveyard, weekends, and holidays.

10. Ensures Store Manager is made aware of all sales, cash or operating discrepancies.
11. Follows loss prevention procedures and guidelines.
12. Maintains a clean and well-groomed appearance.
13. Performs arithmetic calculations in order to make change, complete reports and account for numbers of a variety of products during vendor check-in.
14. Other duties as assigned.

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:**

1. High school diploma or GED preferred.
2. Six months or more cashier experience preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Tribal member preference.
2. 21 years of age or older required.
3. Ability to obtain an Alcohol Distribution License.
4. Ability to use good basic math skills.
5. Familiarity with Passport cash registers preferred.
6. Ability to present self as well-groomed, friendly, and courteous.
7. Ability to work under pressure during peak times in order to serve customers quickly and efficiently.
8. Ability to work cooperatively with other Sales Associate in a team environment.
9. Ability to do light lifting of at least 30 pounds.
10. Ability to be bondable under POI risk and liability insurance.
11. Ability to pass a through background test and drug test.
12. Ability to work all shifts as scheduled.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work includes standing for long periods of time. Some lifting, reaching, stretching, stooping, or working in small spaces may occur. Occasional exposure to outdoor weather conditions may occur. May have to deal with unpleasant or unruly patrons. May be exposed to routine household chemicals and cleaning agents.

VJJ/HR/AS/8-20-07

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

\*\*\*THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE\*\*\*