



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 098-23

OPENING DATE: 05/25/2023

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Shift Lead
PAY GRADE: NE3(\$13.20/hr. - \$17.82/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: C-Stores
REPORTS TO: Store Manager
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: The Shift Lead is responsible for ensuring that all operating procedures for protecting the assets of the Pueblo of Isleta C-Stores are followed when opening and closing the stores for business in the absence of the Store Manager or Assistant Manager. This includes following proper procedures involving handling of cash, preparing necessary documentation for opening and closing a register at the beginning of opening the store and at the end of a business day.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Duties and responsibilities are performed in the absence of the Store Manager or Assistant Manager.
- Supervises store personnel in the absence of store manager. Responsible for addressing customer complaints and resolving problems.
- Solely responsible of keys to assets of store during operating hours.
- Ensures that proper handling of cash and documentation of transactional paperwork is fulfilled per policy and procedures.
- Responsible for handling the register and accounting for money.
- Verifies cash register totals at the beginning and end of each shift or as scheduled.
- Responsible for all money transactions between cashier and TACC, cashier and safe.

- Responsible for verifying and distributing cash drawer to Sales Associate at the beginning of shift.
- Manages security system, ensuring alarms are in place and functional.
- Ensures that stores are secured properly, per policy and procedures so that all assets of the store are safe and secure.
- Ensure that the store is ready for opening on the next business day; having cashier drawers ready.
- Responsible for directing and conducting sales on shop floor.
- Responsible re-stocking inventory and moving boxes.
- Responsible for assisting Store Manager/Assistant Manager in training of new staff.
- Acts as a liaison between staff and upper management.
- Keeps the Store Manager/Assistant Store Manager well informed of activities and significant problems.
- Ensures the neat and orderly appearance of sales displays.
- Marks and tags merchandise with pricing.
- Works to prevent damage and theft of merchandise.
- Follows store policies for merchandise returns. Records and restocks products.
- Shift Leaders must agree to be available at any time, in the event of an emergency or the sudden absence of an opening or closing Store Manager or Assistant Manager.
- Assist in doing physical inventory.
- Other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED required.
- 1 – year Sales Associate experience at One Stop or Travel Center.
- Basic computer skills – Word, Excel, Outlook.
- Due to the nature of the business; employee will be required to work holidays, weekends and extended hours.
- Must have satisfactory attendance record and must not have received any disciplinary actions within the last 6 months.
- Must be able to obtain Alcohol Distribution License.
- Must be 21 years of age.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Ability to maintain confidentiality.
- Ability to work flexible schedule due to business needs.
- Must be dependable.
- Must be comfortable in interacting with all levels of management and customers (sometimes irate customers).
- Strong communication, organizational and written skills.
- Basic computer skills.
- Ability to keep abreast with updates to policies and procedures.
- Must be able to perform duties and responsibilities in a professional manner at all times.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is frequently required to stand for extended periods of time; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The noise level in the work environment is generally moderate.
- Work performed will be outdoors on a frequent basis. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- The work schedule may be variable (7/24/365).
- Employee may occasionally deal with irate or hostile individuals.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.