

## COYOTE VALLEY RETAIL ENTERPRISE (CVRE)

### **Job Announcement**

Posting Date: **May 23, 2016**

**Job Title: Convenience Store (C-Store) Cashier**

**Reports To:** C-Store Manager

#### **QUALIFICATIONS:**

- High school diploma or GED preferred. Technical school or formal apprenticeship may be required.
- May require the knowledge, skills, and abilities to work with personal computers, AV systems, player tracking card systems, safety equipment, etc.
- Must be able to work effectively with peers, staff members, and regulatory agency personnel.
- Strong computer skills to include effective working knowledge of Microsoft Office Products. Knowledge of finance/cage related management, information and reporting systems preferred.
- Strong written and oral communication skills required.
- Ability to solve problems and deal with a variety of situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **ESSENTIAL JOB FUNCTIONS:**

- Participates in the function of process of retail sales of Smoke Shop, Fuel, Food, Beverage and other Retail.
- Prepares shift deposit and paperwork.
- Participates in the maintenance of supporting cash receipts documentation and accumulation of information for daily and monthly journal entries.
- Balances all money transactions and paperwork.
- Performs all functions in accordance with established company policies, procedures and controls
- Promotes outstanding guest relations.
- Ensures compliance with all applicable regulations, laws, internal policies/procedures, and internal control protocols.
- Performs other related and compatible duties as assigned.

#### **CORE COMPETENCIES & EQUIPMENT KNOWLEDGE:**

- Initiative: Able to bring about great results from ordinary circumstances; prepare for problems or opportunities in advance; transform leads into productive business outcomes; undertake additional responsibilities and respond to situations as they arise without supervision.
  - Attention to Detail: Able to follow detailed procedures and ensure accuracy in documentation and data; carefully monitor processes; concentrate on routine work details and organize and maintain a system of records.
  - Communication: Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers or employees; listen well.
  - Continuous Learning: Able to stay informed of current industry trends; learn and apply new concepts and demonstrate career self-reliance; identify own areas of opportunity and set and monitor self-development goals.
  - Willingness to Serve: Able to demonstrate a high level of service delivery to do what is necessary to ensure customer satisfaction; deal with service failures and prioritize customer needs.
  - Flexibility: Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.
  - Quality: Able to maintain high standards despite pressing deadlines; establish high standards and measures; do work right the first time and inspect materials for flaws; test new methods thoroughly; reinforce excellence as a fundamental priority.
  - Integrity: Able to be tactful, maintain confidences, and foster an ethical work environment; prevent inappropriate behavior by coworkers; give proper credit to others; handle all situations honestly.
  - Policies, Process, Procedures: Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; recognize and constructively conform to written rules or practices.
  - Team Centered- Able to share due credit with coworkers; display enthusiasm and promote a friendly group working environment; work closely with other departments as necessary; support group decisions and solicit opinions from coworkers; display team spirit.
- Equipment Knowledge-Able to operate various types of office equipment including, but not limited to; personal computers, printers, 10 key adding machines, copy machines, telephone, and other departmental related systems

#### **How to Apply:**

Submit a Resume and Employment Application to:

Jessica Aguilar, Human Resources Assistant

Questions regarding the job announcement and copy of the full job description should be directed to [jaguilar@coyotevalleycasino.com](mailto:jaguilar@coyotevalleycasino.com) or at (707) 467- 4752