



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Clerk - Pipa Market (2)

Salary: \$15.00 per hour

Opening: Monday, July 11, 2022

Closing: Open Until Filled

BASIC FUNCTION:

Under the direct supervision of the Pipa Market Manager. Independently performs cashier, clerk and stocking duties. Perform duties to ensure that Pipa Market is operated in a smooth and efficient manner.

DUTIES & RESPONSIBILITIES:

- Operates cash register to itemize and total customer's purchases in groceries; makes changes for cash transactions; bag or wrap purchases for customer
- Counts money in cash drawer at beginning and end of work shift.
- Weigh items, bag merchandise, issue trading stamps, and redeem food stamps and promotional coupons.
- Receives, opens and unpacks cartons or crates of merchandise, check invoice against items received, stamps, attaches or changes price tags on merchandise, referring to price list and/or sales advertised items.
- Assists in set up and displays for Grocery/Market and stock shelves, coolers, freezers, containers or trays with new merchandise.
- Requisitions merchandise from suppliers based on available space and/or merchandise on hand, customer demand, or advertised specials.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED.
- Prior experience in cashiering and stocking preferred.
- Knowledge of basic mathematical skills.
- Good communication skills and ability to interact with the public.
- Able to work under pressure with limited supervision.
- Must be reliable, trustworthy and able to work different shifts.
- Must be independently self-disciplined and motivated.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-0515

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.