

# CASHIER

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
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**Distribution Date:**

**Closing Date:**

**Open Continuous**

## POSITION ANNOUNCEMENT

**POSITION:**

**CASHIER**

**LOCATION:**

Pines Convenience Center  
Baraga, Michigan

**SUPERVISORY CONTROL:**

Pines Convenience Center Manager

**SALARY:**

Grade 2 (minimum starting wage = \$7.29/hr)

**INDIAN PREFERENCE:**

Preference will be given to individuals of American Indian descent.

**VETERAN PREFERENCE:**

Preference will also be given to Veterans (DD214).

**QUALIFICATIONS:**

- High School Diploma or GED
- Must be responsible and reliable.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug screening, and pre-employment physical.

**DUTIES AND RESPONSIBILITIES:**

1. Runs cash register
2. Stocks shelves and coolers; and will be regularly required to lift up to 50 pounds to accomplish task.
3. Makes change, cashes checks, and issues receipts or tickets to customers.
4. Operates cash register by passing price coded items across electronic scanner to record price, compile printed list, and display cost of customer purchase, tax and rebates on monitor screen.
5. Collects cash, check or charge payment from customer and makes change for cash transactions.
6. Counts money in cash drawer at beginning of work shift.
7. Other duties as assigned.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

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