



Acadia First Nation

Job Opportunity Casual/On-Call Cashier – Wildcat Entertainment

The cashier is responsible for scanning items, providing change, balances drawer and processes card transactions, for taking money in the form of cash, check, or credit card from customers in exchange for products or services. The cashier plays a fundamental role in achieving customer satisfaction and revenue growth objectives.

Key Responsibilities

- Handles cash transactions between customer and retail store.
- Greets customers including answering phones and directing customer inquiries to appropriate party
- Receives and processes all payments according to standard procedures.
- Balance daily cash ensuring cash equals receipts
- Assists in the opening and closing of a retail location which includes and but not limited to cash handling and deposits.
- Assists in the maintenance of store front and retail displays.
- Helps stock shelves/coolers with products as needed throughout the shift, informs manager or assistant manager of items needed for example low number of lotto tickets up front and maintains fully stock packs of smokes.
- Light cleaning as required.
- Completes, processes, and maintains applicable paperwork and records.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Patrols assigned areas to guard against theft, vandalism and fire.
- Adheres to all Acadia First Nation Policy & Procedures
- Performs other duties as assigned by Chief & Council

Qualifications and Experience Required

- High school diploma with knowledge and experience with electronic equipment (e.g. cash register, scanners, money counters)
- 6 months minimum experience of customer service and/or sales experience
- Excellent oral and written communication skills, as well as time management skills
- Detail oriented and highly observant
- Desire to sell products and services
- Precise accuracy with money counting
- Customer satisfaction -oriented
- Ability to prioritize tasks and process multiple tasks simultaneously
- Possesses strong mathematical skills
- Cash handling experience preferred
- Friendly with integrity and sincerity
- Ability to stay positive in high stress situations.
- Track record of honesty and loyalty

Deadline to Apply: Monday August 21, 2017 at 5 p.m.

Send Resume to: Wildcat Entertainment wildcatent@acadiaband.ca

In person at : 1044 Melega Rd, South Brookfield, NS B0T 1X0

or Fax to: 902-682-2324