



**EMPLOYMENT OPPORTUNITY**  
**CASHIER**

<b>POSITION TITLE</b>	Cashier
<b>DEPARTMENT</b>	Business Operations – Hammonds Plains Entertainment
<b>SALARY</b>	\$ 16.70 per hour
<b>TERM</b>	Part-Time
<b>LOCATION</b>	1692 Hammonds Plains Road, Hammonds Plains NS
<b>ESTIMATED START DATE</b>	October 2024 (3 positions available)

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

Wasoqopa'q First Nation owns and operates the Hammonds Plains Entertainment facility located in Hammonds Plains, NS. The facility provides VLT's for entertainment, a store front location for products and services and is expanding to include fuel.

**POSITION OVERVIEW AND OBJECTIVE**

WFN is currently recruiting for a Cashier, part-time position, to support the Manager in daily operations. This position is responsible for supporting daily operations including greeting customers, and handling transactions, providing a fundamental role in achieving customer satisfaction.

**ESSENTIAL FUNCTIONS AND DUTIES**

Retail and Fuel

- Greets customers in a courteous, friendly and professional manner within retail operations, including answering phones and addressing customer inquiries (such as products and pricing)
- Receives and processes all retail payments including credit, debit and cash transactions ensuring to appropriately record prices, department, taxable and non-taxable items
- Balances and reconciles daily cash ensuring cash equals receipts, responsible for shortages
- Operates the scanning equipment, including scanning products, and troubleshooting scanning issues
- Supports the maintenance of inventory, checking for low stock, damaged and expired products; provides updates to shift Supervisor
- Assists in maintaining the storefront inventory and retail displays including cleanliness, and stocking inventory (lotto, tobacco, coolers, shelves and displays)



- Maintains the coffee station for customers, including availability of coffee, products and cleanliness during shift
- Reports any functionality and or potential leakage issues regarding the fuel pumps
- Maintains the cleanliness and stocking of fuel service areas (washer fluid, paper towel, etc.)
- Addresses fuel, oil or vehicle fluid spills in accordance with health and safety procedures
- Supports Elders and Seniors in pumping fuel, as needed
- Supports the health and safety of customers and employees, conducting walkthroughs of assigned areas to guard against theft, vandalism and fire
- Conducts the cleaning schedule assigned for retail operations during the shift, including the proper removal and disposal of garbage from containers, conducts bathroom checks, cleaning and stocking products as needed, sweeps and mops floors, cleans parking area and entranceway of debris, snow or ice, adding salt as necessary

### VLT

- Greets customers in a courteous, friendly and professional manner within VLT operations, including check-in upon arrival and addressing customer inquiries
- Cashes VLT tickets, and clears VLT machines, in accordance with schedule and as necessary
- Balances and reconciles daily VLT cash and payouts, responsible for shortages
- Conducts shift change paperwork for VLT operations
- Assists in the opening and closing of VLT operations including cash handling and deposits
- Maintains the coffee station and refreshments cooler, including availability of coffee and snacks, products and cleanliness during shift
- Supports the health and safety of customers and employees, conducting walkthroughs of assigned areas to guard against theft, vandalism and fire
- Conducts the cleaning schedule assigned for VLT operations during the shift, including the proper removal and disposal of garbage from containers, conducts bathroom checks, cleaning and stocking products as needed, sweeps and mops floors, cleans parking area and entranceway of debris, snow or ice, adding salt as necessary
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary store procedures, as required
- Participates in the Tip Sharing Policy, excluding Management
- Other duties, training and activities related to Cashier position, as required

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### **QUALIFICATIONS**

- 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
- WHMIS Certification is an asset
- First Aid & CPR Certification is an asset
- Occupational Health & Safety Training is an asset
- Criminal record check upon hiring

### **REQUIRED ABILITIES, SKILLS AND COMPETENCIES**

- Strong multitasking skills, ability to work in a fast-paced environment
- Excellent mathematical skills and basic computer skills, with a common knowledge of Microsoft suite tools, and Excel
- Demonstrated effective time management and problem-solving abilities in unique situations and problems while keeping positive attitude



- Strong ability to work in a team
- Ability to pay attention to small details and the ability to remember and recall things such as food ingredients
- Good interpersonal skills, organization ability, and written and verbal communication skills
- Manual dexterity, ability to skillfully use hands to prepare ingredients to use in cooking, good knife skills
- A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion

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#### **WORKING CONDITIONS**

- Hours of work are expected to occur during regular business operations of 6:00am to 12:00am midnight, seven (7) days a week (Shifts will be provided within this timeline)
- There may be a requirement for working any shift including mornings, evenings, weekends, and certain holidays
- There are instances of lifting heavy boxes at least up to 50 lb
- Standing for an extended period of time
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment

#### **APPLICATION REQUIREMENTS**

Submit Cover Letter and Resume to [HPBackOffice@acadiaband.ca](mailto:HPBackOffice@acadiaband.ca) \*\*Please quote HPCashier# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

#### **DEADLINE TO APPLY**

**Deadline to Apply: Positions Open Until Filled**

*Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.*

***We are a community. We make a difference.***