



# TSUUT'INA NATION ENTERPRISES

## HUMAN RESOURCES DEPARTMENT



9911 Chiila Boulevard, Tsuut'ina Nation, AB T2W 6H6

Phone: 403-437-8236 Email: [carmelstarlight@tsuutina.com](mailto:carmelstarlight@tsuutina.com)

### EMPLOYMENT OPPORTUNITY

**\*\*\*CASHIER\*\*\***

Company: Tsuut'ina Gas Stop

Reports to: Manager

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Competition Opens: **June 16, 2021**

Competition Closes: **Until Filled**

Send Resume to: [carmelstarlight@tsuutina.com](mailto:carmelstarlight@tsuutina.com)

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#### DUTIES AND RESPONSIBILITIES:

- Responsible to open and close the Gas Stop
- Must treat customers and co-workers in a respectful courteous manner
- Responsible to handle cash and maintain proper float in tills
- Hand out application for Alberta Tax Exempt Cards
- Serve all customers in a helpful and courteous manner
- Ensure that the gas stop remains clean and presentable at all times
- Responsible to be punctual with respect to each shift worked
- Assist with any other duties as directed by manager and the assistant manager
- Pump fuel when required for elders
- Fix computers and gas pumps as required
- Ensure all tills have proper change for the day
- Must be willing to work evenings, weekends and holidays
- Ensure there is adequate supply of pens, envelopes, etc.
- Make sure washrooms are cleaned on an hourly basis
- Process accounts receivable transactions for various accounts
- Must follow the rules and regulations of the sale of fuel, tobacco and lottery
- Maintain the coffee isle, make coffee, clean coffee counters and maintain coffee machine
- Face and stock all beverages in all coolers



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### QUALIFICATIONS:

- Must be 18 years of age or older
- Grade 12 or equivalent
- Must be computer literate
- Must wear uniform provided every shift
- Must be consistent, reliable, dependable, honest, responsible and punctual
- Ability to handle stress work independently
- Ability to work in a team environment
- Exemplary interpersonal skills
- Ability to work effectively in a team environment and process a positive attitude regarding Tsuu T'ina Nation members and staff
- Must be willing to obtain further training as required such as lotto learn online training
- Must have security clearance
- Must have valid driver's license and reliable transportation

***Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement. Only those applicants selected for an interview will be contacted. The successful candidate will be under a probationary period at the commencement of his or her employment.***