

Sitka Tribe of Alaska
Job Description

Retail Clerk

Exempt: No	Wage: \$12.00/hr. DOE
Department: Sitka Tribal Enterprises	Hours: Various
Reports to: Tribal Tours Manager	Effective Date: March 2017
Prepared By: Tourism Manger	Approved By: General Manager

I. SUMMARY

This position supports the operations of the Community House Gift shop and the Sheet'ka Kwaan Naa Kahidi. It is a seasonal part-time position May – September. It ensures that the Community House Gift Shop operates in a professional manner.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Retail duties

- Operate sales/inventory software, credit card apparatus.
- Complete daily closeout and deposits
- Attain knowledge of merchandise and artist consignment items, answer questions about each item.
- Maintain a high level customer service and courtesy.
- Professionally answer phone calls and visitor inquiries.
- Place all shop signs in designated areas and store before end of shift.
- Display dance program information, various brochures.

B. Inventory responsibilities

- Maintain an accurate inventory of all merchandise both physical and electronic forms and input data efficiently into point of sale computer
- Maintain professional appearance of gift shop area, displays and inventory through professional displays and storage
- Ensure the safety and cleanliness of all items by cleaning and securing them each night.
- Notify supervisor (or artist if appropriate) when items are running low in time to replenish inventory.

C. Building responsibilities

- Be familiar with overall building, its history, and amenities; be prepared for spontaneous building tours; professionally solicit building donations.
- Report problems and needed repairs in writing to the supervisor.
- Know the emergency plan for building; be aware of location of written plan.
- Responsible for Community House key and security code for the alarm system.

D. General responsibilities

- Give Supervisor as much notice as possible, but a minimum of twenty-four (24) hours notice, if unable to staff the building.
- Attend STE Tribal Tours training sessions; attend periodic staff meetings as requested
- Other duties as assigned.

III. MINIMUM REQUIREMENTS

Education

- High School diploma or GED

Knowledge, Experience and Abilities

- Knowledge of Northwest Coast Artwork and the materials used in making the artwork.
- Two years cash handling experience
- Two years experience working in a retail store or related business.
- Creativity and experience with appealing display of merchandise.
- Ability to communicate verbally and in writing in a professional manner
- Ability to lift signs and move displays around the shop
- Ability to work with the public in a professional manner in a fast-paced environment.
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

Criminal Background check:

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child.
- Who has been convicted of any crime involving a sexual offense
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty

Drug and Alcohol Free Workplace:

This position is required to comply with Sitka Tribe of Alaska’s Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

IV. PREFERENCE

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

APPROVED:

General Manager

Date

RECEIVED:

Administrative Services Director

Date