



## **Career Opportunity**

### **Cashier/Clerk**

### **Little Child Holdings LP – Cowessess Gas & Grocery Store 1**

#### **JOB DESCRIPTION**

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Little Child Holdings LP is seeking to fill the position of Cashier/Clerk at Cowessess Gas & Grocery Store 1 situated on the Cowessess First Nation north of Broadview, Saskatchewan. This position is responsible for delivering exceptional customer service, operating the till, processing and reconciling shift transactions, handling cash and payments, stocking shelves, maintaining a clean and safe store environment and performing other duties as assigned.

#### **JOB RESPONSIBILITIES**

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The responsibilities of the Cashier/Clerk include, but are not limited to, the following:

- Welcoming and assisting customers;
- Performing cash counts and reconciling the shift end reports as outlined in the procedures;
- Counting high value/high turnover items such as lottery, cigarettes and tobacco on a regular basis;
- Cleaning the till area, counter, products and shelves;
- Ensuring proper identification and Status Card checks are carried out as applicable;
- Ensuring all receipts are filed and reports are accurately completed;
- Sweeping and mopping floors, cleaning mats and wiping high traffic areas after each shift;
- Cleaning the bathrooms during each shift and stocking paper towels, toilet paper and soap;
- Stocking products daily as needed and checking for expiry dates;
- Keeping the food and drink machines filled and cleaned as required;
- Assisting management with regular inventory checks and counts;
- Working as part of a team; and
- Assisting in other areas as necessary.

#### **QUALIFICATIONS**

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##### **Education:**

A high school diploma or GED is required.

##### **Skills and Experience:**

At least one (1) year of relevant work experience in a customer service environment, preferably a gas station and/or a convenience store.



Preference will be given to those who self-identify as Indigenous and/or as Cowessess First Nation Members.

## **OTHER INFORMATION**

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### **Compensation:**

The starting wage rate is \$15.00 per hour. Wage increments are based on periodic performance evaluations and annual budgets which incorporate profitability.

### **Work Hours:**

We are seeking individuals for casual, part-time and full-time employment.

### **Applications:**

Please submit a resume and cover letter to [admin.ventures@cowessessfn.com](mailto:admin.ventures@cowessessfn.com) and include three (3) work references.

For more information regarding this opportunity, please contact Audrey Delorme, Assistant Manager, at (306) 696-2593.

Deadline for applications is **Friday, November 10, 2023 at 4:30 PM.**

**We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.**