



Acadia First Nation

EMPLOYMENT OPPORTUNITY Head Cashier - Hammonds Plains Entertainment

RATE	\$15.00 - \$17.00 per hour/40 hours per week/shift work required
POSITIONS	One (1) position available
DURATION	Full-time
LOCATION	Hammonds Plains Entertainment, Hammonds Plains NS
ESTIMATED START DATE	August 2021

GENERAL DESCRIPTION

Acadia First Nation (AFN), owns and operates the Hammonds Plains Entertainment facility located in Hammonds Plains, NS. The facility, new in its operations since December 2019, provides VLT's for entertainment, drive thru for tobacco and ancillary services, and a store front location for products and services. AFN is currently recruiting for a Head Cashier full-time position to support the Manager in daily operations. This position is responsible for supporting operations with the Manager, processing customer transactions, in cash, debit or credit transactions, and managing customer relations, and inquiries. The Head Cashier builds rapport with the team, training new employees and overseeing employee workflow.

DUTIES AND RESPONSIBILITIES

- Supports the Manager, in communicating clearly and openly with all employees in accordance with AFN and Human Resources policies and procedures including employee roles and responsibilities, performance management and training
- Provides, with the Manager, employee shift coverage due to schedule changes and/or employee emergencies
- Maintains, with the Manager, cash management, maintaining receipt of all payments, which can be in the form of cash, debit, and credit card transactions for good or services purchased/rendered
- Ensures, with the Manager, all employees maintain the cleanliness and maintenance of store operations, adhering to cleaning checklists, rules, regulations and inspections.
- Ensures, with the Manager that security is maintained in store operations, with the employee compliance of all security policies and procedures, presenting a safe environment for customers.
- Addresses, in the Manager's absence, customer complaints, maintaining and supporting a positive community image.
- Serves as the main point of contact for employees
- Controls access to cash, ensuring that all store and VLT registers have adequate cash and change at all times
- Receives orders from vendors and suppliers and ensures orders are stocked
- Maintains a positive attitude and work environment for all employees and customers
- Generates accurate till reports for each register and resolves cash tills at the end of every shift
- Manages and performs all check-out functions on a daily basis
- Ensures employees maintain the cleanliness of the check-out areas and public areas at all times during the shift
- Responds to employees' requests for price checks and other functions to support customer service
- Ensures the store and property are safe, monitoring video and patrolling assigned areas to guard against theft and vandalism
- Monitors and reports all suspicious activity to the local Police department

- May perform office and other management duties in the absence of the Manager
- Adhere to all AFN policies and procedures

QUALIFICATIONS

- Grade 12 or equivalent
- 2 years' experience in retail, cash handling and customer service
- Demonstrated experience in a Supervisory role, including employee recruitment, training and performance management
- Excellent leadership and organizational skills
- Experience with operating electronic equipment (e.g. cash register, scanners, money counters, etc.)
- Basic computer skills, with a common knowledge of Microsoft suite tools
- Strong communication and interpersonal skills
- Multi-tasking and problem-solving skills
- Detail oriented and results focused
- OH&S, First Aid & CPR and WHMIS current or willing to renew
- Criminal Record Check upon hiring
- Must be bondable

Deadline to Apply: July 20, 2021

Submit Resume to: resumes@acadiaband.ca **Please quote HPHEADCASHIER# on your resume for this position.

AFN reserves the right to refuse any and all applications for employment and does not assume candidate expenses related to this recruitment process.

Only candidates selected for an interview will be contacted.