



EMPLOYMENT OPPORTUNITY

CASHIER

POSITION TITLE	Cashier (2 positions available)
DEPARTMENT	Business Operations – AFN Medway Entertainment Ltd./Kespukwitk Eat 'n' Treats/Ice Cream Hut/Trackside Grill
SALARY	\$ 17.20 per hour
TERM	Permanent/Part-time/Shift Work Required/8-30 hours per week (depending on availability for call-ins)
LOCATION	5163 Hwy # 210 Greenfield, NS B0T 1E0
ESTIMATED START DATE	September 2025

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 (WFN), owns and operates the AFN Medway Entertainment Ltd in Greenfield, NS. The facility, provides a gas station, with fuel and furnace oil, food services for eat in or take out, ice cream hut, mobile food truck, ancillary services, and a store front location for products and services.

POSITION OVERVIEW AND OBJECTIVE

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

ESSENTIAL FUNCTIONS AND DUTIES

Retail

- 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



- Supports the health and safety of customers and employees, 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

Kespukwitk Eats 'n' Treats/Trackside Grill/Ice Cream Hut

- Follows health, safety, and sanitation guidelines for the preparation and service of all menu items, specials and related products
- Establishes daily cook and or serving stations (hot and or cold side) and stocks them with the necessary supplies to prepare menu for service
- Prepares a variety of foods, grilling, frying, chopping, sautéing, broiling meat, seafood, poultry, vegetables, sauces and cold food items to standardized recipes
- Estimates expected food consumption, based on demand and inventory counts to determine the requisition of supplies
- Maintains the work area throughout the shift, keeping preparation and service areas clean and sanitized in observance of safe, sanitary food handling practices
- Adheres to all cost control guidelines that have been established, monitoring stock and utilizing products prior to expiration date to minimize waste
- Ensures the highest standards to ensure consistency in food quality and speed of quality service
- Establishes and maintains well stocked inventory of the AFN Medway Entertainment C-Store, preparing and packaging products for sale
- Keeps equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventative maintenance, calling for repairs
- Maintains daily temperature logs, checking freezers, refrigerators, or heating equipment (and record in log) to ensure proper functioning
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary store procedures, as required
- Other duties, training and activities related to Cashier position, as required

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

WORKING CONDITIONS



- Hours of work are expected to occur during regular business operations twenty-four hours per day, 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, however, majority are midnight shifts
- 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

Deadline to Apply: OPEN UNTIL FILLED

Wasoqopa'q First Nation is an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote MEDWAYCASHIER# on your cover letter and indicate your salary expectations for this position.

WFN 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.