



**EMPLOYMENT OPPORTUNITY
CASHIER**

POSITION TITLE	Cashier
DEPARTMENT	Business Operations – Hammonds Plains Entertainment
SALARY	\$ 18.00 per hour
TERM	Permanent/Part-Time/Shift Work Required
LOCATION	1692 Hammonds Plains Road, Hammonds Plains NS
ESTIMATED START DATE	March 2026

Wasoqopa'q First Nation owns and operates the Hammonds Plains Entertainment facility located in Hammonds Plains, NS. The facility provides VLT's for entertainment, fuel, tobacco and ancillary services, and a store front location for products and services.

POSITION OVERVIEW AND OBJECTIVE

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

ESSENTIAL FUNCTIONS AND DUTIES

Retail and Fuel

- 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
- Assists in maintaining the storefront inventory and retail displays including cleanliness, and stocking inventory
- Maintains the coffee station for customers, including availability of coffee, products and cleanliness during shift
- Reports any functionality and or potential leakage issues regarding the fuel pumps
- Maintains the cleanliness and stocking of fuel service areas
- Addresses fuel, oil or vehicle fluid spills in accordance with health and safety procedures
- Supports Elders and Seniors in pumping fuel, as needed
- Conducts the cleaning schedule assigned for retail operations during the shift

VLT

- Greets customers in a courteous, friendly and professional manner within VLT operations, including check-in upon arrival and addressing customer inquiries
- Cashes VLT tickets, and clears VLT machines, in accordance with schedule and as necessary
- Balances and reconciles daily VLT cash and payouts, responsible for shortages



- Conducts shift change paperwork for VLT operations
- Assists in the opening and closing of VLT operations including cash handling and deposits
- Maintains the coffee station and refreshments cooler, including availability of coffee and snacks, products and cleanliness during shift
- Conducts the cleaning schedule assigned for VLT operations during the shift
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary store procedures, as required
- Working in a team environment, other duties, training and activities, as required

QUALIFICATIONS

- Grade 12 or equivalent and/or 6 months experience in retail, cash handling and customer service
- Experience with operating electronic equipment (e.g. cash register, scanners, money counters, etc.)
- First Aid & CPR and WHMIS Certification is an asset
- Criminal Record Check required 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
- Demonstrated effective time management and problem-solving abilities
- Strong ability to work in a team
- Good interpersonal skills, organization ability, and written and verbal communication 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 store hours for Hammonds Plains Entertainment Ltd. which are 6:00 am to midnight, seven days a week
- There may be a requirement for working any shift including mornings, evenings, weekends, and certain holidays
- 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
- Long period of work on a computer can occur
- There are instances of working outside for gas attending

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to HPBackOffice@acadiaband.ca **Please quote HPCashier# on your cover letter.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.



In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: Position Open Until Filled

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.