

HATCH VALLEY GRILL RESTAURANT CREW

Position Announcement

(OPEN)

JOB SUMMARY:

The Kaibab Band of Paiute Indians Restaurant is located on Highway 389 and Pipe Springs Road. This position requires hands-on cooking as well as great customer service skills and cashier experience.

TITLE:	Cashier
DEPARTMENT:	Restaurant, Economic Development
SUPERVISOR:	Restaurant Manager
OPENS:	October 24, 2017
CLOSES:	Open Until Filled
STATUS:	Full-Time & Part Time (20-40 hrs wk)/No Benefits
SALARY:	\$10.00 hr

DUTIES & RESPONSIBILITIES:

This position requires familiarity with cashiering and restaurant operations. The applicant must be able to provide pleasant and courteous service to customers according to tribal goals, policies and procedures. This position requires a high degree of initiative and attention to detail, excellent communication skills and the ability to project the desired tribal image of courteous, friendly service to customers. All other duties as assigned or required.

MINIMUM QUALIFICATIONS:

- Must have excellent customer service skills and have the ability to engage with customers.
- The applicant must be able to maintain a variety of records and reports.
- The cashiers must also be able to keep the manager informed of general inventory needs and will be accountable for cash and receipts during each shift.
- Ability to stand and/or walk for an entire shift and occasionally lift and/or carry up to 60 pounds.
- Ability to push/pull with arms up to a force of 20 pounds; bend at waist with some twisting; grasp, reach and manipulate objects with hands all day.
- Must possess knowledge of restaurant operations, cashiering and inventory methods.
- Must be able to handle cash transactions, be responsible for general cleanup, restocking of inventory and performing all related duties as necessary.
- Be able to work all shifts including evening, weekend and holidays and must be able to closely follow written and oral instructions.
- Must have a high school diploma or GED
- Must pass a fingerprint and criminal background check according to P.L. 101-630 standards.

DRUG-FREE WORKPLACE POLICY: The Kaibab Paiute Tribe has a 'zero tolerance' workplace drug policy, this position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT