



Creek Indian Enterprises Job Description

Smoke Shop Attendant

The Smoke Shop Attendant is responsible for selling tobacco and fuel station products to customers, providing fast, friendly and courteous service, ensuring excellent customer satisfaction and contributing to the operating success of the Smoke Shops.

Reporting Relationship

The Smoke Shop Attendant shall report directly to the Smoke Shop Manager.

Duties and Responsibilities

- Verifies the age of individuals purchasing alcohol and tobacco products.
- Competent and accurate in handling currency transactions.
- Assist in floor moves, merchandising, display maintenance and housekeeping.
- Informs Smoke Shop Manager of any inventory needs.
- Promotes items to improve sales volume.
- Must be friendly and courteous at all times, ensuring excellent customer and employee relations and adheres to the established Dress Code.
- Maintains inventory and replenishes shelves as needed.
- Confers regularly with Smoke Shop Manager to keep informed of any changes in operating procedures and to offer/seek direction as needed.
- Ensures compliance with all applicable laws, policies, and procedures regulating tobacco products including Tribal, Federal, and State requirements.
- Must have and maintain a stable, positive background and assume responsibility.
- Ensures the physical condition of the premises is maintained in a safe, healthy manner.
- Performs other duties as assigned by the Manager.

Qualifications

- High School Diploma or equivalent required. A minimum of one (1) year experience is preferred.
- Must be able to communicate with customers and co-workers in friendly and professional manner.
- Must be able to operate and use all equipment and register system necessary to run the store.
- Must be able to read, count and write to accurately complete all documentation.
- Ability to move or handle merchandise throughout the store generally weighing up to 50 lbs.
- Must keep abreast of the fast changing pace in the industry and possess adequate computer skills
- Must possess a high level of maturity, dependability, and punctuality.
- Ability to adequately and successfully perform all aspects of this position.
- Willing to work odd and irregular hours.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the CIE Personnel Policies and Procedures.

PREFERENCE SHALL BE GIVEN TO QUALIFIED AMERICAN INDIANS

CIE PRES/CEO

Date