

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Cook/Cashier	Posting Date:	10/1/26	Closing Date:	Until Filled
Department:	Caddo Nation Travel Plaza-Gracemont	Status:	Regular Part-Time		
Duty Location:	Gracemont, OK	Salary:	\$11.00-\$12.00		

Job Summary:

The position of Cook/Cashier is of great significance to Caddo Nation Convenience Stores. A person in this position is responsible for strong customer service to all customers and assist them with all transactions for the purchase of goods. This role requires a collaborative working attitude as well as the ability to perform tasks with the concentration and dedication in a safe and efficient manner.

Qualifications:

- Ability to multitask and prioritize tasks.
- Ability to be courteous, friendly and positive with all customers, co-workers, visitors, and the general public.
- Ability to communicate effectively and demonstrate teamwork.
- Maintain a safe work environment.
- Must be able to provide any level of coverage if needed including nights, weekends, and/or holidays, and work extended hours when needed.

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

- Must be 18 years of age or older and have a valid driver's license.
- Must be able to lift up to 10lbs and occasionally lift up to 50lbs.
- Employee must be able to bend, squat, kneel, climb/balance, push/pull, reach from above shoulder level. and lift from high/low position.
- Requires corrected vision and hearing to normal range, manual and finger dexterity and hand-eye coordination.

Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	hr@mycaddonation.com