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:	CASHIER/CLERK	Posting Date:	2/01/2023	Closing Date:	Until Filled
Department:	CADDO TRAVEL PLAZA	Status:	Regular Full-Time &/or Part-Time		
Duty Location:	Binger & Gracemont, OK	Salary:	$12.00- $14.00 per hour		

Job Summary:

The primary responsibility of the Cashier/Clerk is to provide customer service, obtain payment for items purchased by scanning into register to total customer purchases, handle cash and credit card transactions, count money or change for deposit slips, and accurately balance cash drawer and cash register with all purchase transactions. Maintain store appearance and integrity.

*Multiple F-T or P-T positions to be filled.

Qualifications:

- High School diploma or equivalent, preferred
- Ability to work with numbers and handle cash accurately
- Ability to read, write, and follow simple instructions and work directives
- Prior customer service experience, preferred

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:

Food Handlers certification and Oklahoma ABLE license preferred or must be obtained within 30 days. Position requires the ability to be on feet for long periods of time during shift and ability to lift and carry at least 25 lbs. or more.

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