

Lytton First Nation

Employment Opportunity Community Store - Cashier Clerk Economic Development

The Lytton First Nation (LFN) is recruiting for one highly motivated, responsible and dedicated individual for the position of Cashier. Under the Economic Development Department this position is classified as full-time and is dependent on funding. The Cashiers will work under the support and supervision of the Community Store Staff Manager and under the direction of the Community Store General Manager and the Economic Development Department Manager. This position is responsible for safe and profitable operations of our Community Store while on duty.

General Duties:

- Performs all duties and responsibilities in accordance with Lytton First Nation Policies, Regulations, and Procedures, and as directed by the Economic Development Department Manager.
- Use point of sales system to scan customers purchases and receive payment
- Daily shift sales/cash reconciliation
- Inventory monitoring and listing what needs to be ordered by the Store Manager
- Stock shelves when grocery orders come in
- Ensure the LFN Community Store is clean and safe for Customers
- Other duties as assigned.

Job Skills Experience and other Requirements:

- Experience in handling and managing cash in a retail business is an asset.
- Experience in customer service industries is an asset.
- Ability to do some lifting and repetitive job duties.
- Communicate in a respectful manner in a business setting
- Criminal Record Check required
- Driver's License and a clean drivers abstract is an asset
- Work respectfully as a team member and individually.

Deadline: Open until filled

Apply with cover letter, resume, and 3 current references to:

jobs@lfn.band

**Attention: Human Resources Manager
PO Box 20, Lytton BC V0K 1Z0**



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