



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 06/03/2022	Employee Requisition Number ER-22287	JOB OPPORTUNITY	
Title/Position: CASHIER			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: MVSKEKE MEDIA	Location: Okemah	Location Code: 62	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Cashier will scan the customer's selections, ensure that prices and quantities are accurate, accept payment, issue receipts, answer inquiries and provide helpful information to customers about products, promotions, or item location. Must be compliant with health and safety requirements of the Muscogee (Creek) Nation and Muscogee (Creek) Nation Division of Health including vaccination requirements. To succeed as a Cashier you should have a strong work ethic and high level of accuracy. Will be responsible, attentive to customer needs and committed to providing excellent service.
Principal Duties and Responsibilities:	Includes the following and other duties as assigned. Welcoming customers, answering telephone using correct salutations and telephone etiquette, helping them locate items, and providing advice or recommendations. Operating scanners and cash registers and maintaining complete knowledge of point of sale systems and procedures. Reconcile cash drawer at beginning and/or end of shift. Complete inventory reports and provide to the manager by close of business on the last day of the workweek or as needed. Ability to compute mathematical calculations. Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer. Bagging or wrapping purchases to ensure safe transport. Following all store procedures regarding coupons, gift cards. Maintaining a clean workspace. Restocking items when needed.
Minimum Requirements:	Must be able to work set hours as provided by Project Specialists. High School Diploma or equivalent, Customer service and cash handling experience.
Preferred Requirements:	Associate's degree or equivalent from two-year college, or technical school or six months to one-year related experience and/or training; or an equivalent combination of both.
Valid Oklahoma Driver's License required?	Yes



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Please list any additional licenses required:	
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Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
While performing the duties of this Job, the employee is regularly exposed:
 Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about



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the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.