

**Sitka Tribe of Alaska**  
**Job Description**  
**RETAIL CLERK**

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<b>Exempt:</b>	No	<b>Grade:</b>	7 (\$19.94-\$22.28)
<b>Department:</b>	Sitka Tribal Enterprises	<b>Hours:</b>	Varies
<b>Reports to:</b>	Tourism Manager	<b>Effective Date:</b>	January 1, 2024

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## **I. SUMMARY**

This position supports the operations of the Community House Gift Shop and the Sheet'ka Kwáan Naa Kahidi. It is a seasonal part-time position from May – September. It ensures that the Community House Gift Shop operates in a professional manner.

In this seasonal position, the Employee must be able to work early mornings, weekends, evenings, and some holidays.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **A. Supervision and Authority**

This position reports to the Tourism Manager and does not supervise any positions.

### **B. Retail Duties**

- Operate sales/inventory software, and credit card apparatus.
- Complete daily closeout and deposits
- Attain knowledge of merchandise and artist consignment items, and answer questions about each item.
- Maintain a high level of customer service and courtesy.
- Professionally answer phone calls and visitor inquiries.
- Place all shop signs in designated areas and store before end of shift.
- Display dance program information, and various brochures.

### **C. Inventory responsibilities**

- Maintain an accurate inventory of all merchandise both physical and electronic forms and input data efficiently into point-of-sale computer
- Maintain professional appearance of gift shop area, displays, and inventory through professional displays and storage
- Ensure the safety and cleanliness of all items by cleaning and securing them each night.

- Notify supervisor (or artist if appropriate) when items are running low in time to replenish inventory.

#### **D. Building responsibilities**

- Be familiar with overall building, its history, and amenities; be prepared for spontaneous building tours
- Professionally solicit building donations.
- Report problems and needed repairs in writing to the supervisor.
- Know the emergency plan for building; be aware of location of written plan.
- Responsible for Community House key and security code for the alarm system.

#### **E. Meetings, STA Reporting and Professional Conduct**

- Give Supervisor as much notice as possible, but a minimum of twenty-four (24) hours' notice, if unable to staff the building.
- Attend STE Tribal Tours training sessions; attend periodic staff meetings as requested
- Attend all required training provided by STE
- Wear required uniform and maintain professional appearance
- Abide by STA Employee Handbook & Policies
- Participate in STA all-staff events if it does not interfere with operations
- Represent the Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

### **III. MINIMUM REQUIREMENTS**

#### **A. Education**

- High School diploma or GED

#### **B. Experience**

- Two years cash handling experience
- Two years' experience working in a retail store or related business.

#### **C. Additional Requirements**

- First aid/CPR certification or ability to obtain

#### **D. Knowledge, Skills and Abilities:**

- Knowledge of Northwest Coast Artwork and the materials used in making the artwork.
- Creativity and experience with appealing display of merchandise.

- Ability to communicate verbally and in writing in a professional manner
- Ability to lift signs and move displays around the shop
- Ability to work with the public in a professional manner in a fast-paced environment.
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

#### **IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

#### **V. PREFERENCE**

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

#### **VI. ADDITIONAL**

##### **A. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.
- Who has ever been convicted of, pled guilty or no contest to, or has a current pending charge of, a felony;
- Who has ever been convicted of or pled guilty or no contest to a crime involving theft or dishonesty or a violation of a gambling law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

##### **B. Drug- and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.