

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

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<b>Exempt:</b>	No	<b>Grade:</b>	1
<b>Department:</b>	Sitka Tribal Enterprises	<b>Hours:</b>	varies
<b>Reports to:</b>	Tourism Manager	<b>Effective Date:</b>	February 1, 2020

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## **I. SUMMARY**

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

This is a 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, credit card apparatus.
- Complete daily closeout and deposits
- Attain knowledge of merchandise and artist consignment items, answer questions about each item.
- Maintain a high-level 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, 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 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**

#### **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 supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- 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 a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming 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.