



The Three Affiliated Tribes **Job Description**

RETAIL CLERK

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: NG2 Marketing & Grants DEPARTMENT: NG2 SALARY: \$22-24/hr CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: Parshall ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The NG2 Retail Clerk will conduct and coordinate the day-to-day gift shop operations. The Native Green Grow Retail Clerk will work with the Marketing and Grants personnel and share responsibilities to include managing gift shop operations: including writing reports, managing employees, maintaining fully stocked inventory and maintaining cleanliness.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensures all products and displays are merchandised effectively to maximize sales and profitability
2. Delivers unparalleled customer service to each guest that enters the gift shop
3. Performs many functional duties such as keeping a clean work area, dusting display shelves, stocking merchandise, etc.
4. Assists with resolving operational deficiencies in areas needing attention to maintain the highest level of operation
5. Price marks each item in inventory
6. Receives payment for merchandise for sale and makes change accordingly
7. Assists with ordering new and old inventory items
8. Organizes plan for the display and presentation of merchandise with consideration to established marketing plan and for effective support of sale
9. Displays changes in consideration to buying audience and season
10. Stock and display merchandise
11. Prices menu items in collaboration with Coordinator
12. Supervises and participates in the monthly inventory of merchandise and stock, keeps track of inventory for use of monthly operating statement
13. Maintains sanitation and safety standards in the gift shop area
14. Performs related work as required by Coordinator
15. Addresses customer complaints and/or inquiries
16. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- This position is not a supervisory position.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of merchandising techniques, store display and selling methods
- Considerable knowledge of retail management, promotion, and marketing methods
- Good knowledge of merchandise buying procedures and product market values



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- Excellent organizational skills
- Conflict management abilities
- Ability to maintain gift shop accounting records
- Exceptional interpersonal communication skills and strong customer focus
- Flexibility to work during evenings and weekends
- Working knowledge of Microsoft Office, Word, Power Point, and Excel
- Ability to multi-task and handle deadlines
- Planning and organizational skills, negotiation skills, problem analysis, decision-making, judgement, customer service orientation, adaptability, and teamwork

COMPETENCIES:

- Perform duties in a manner that supports and advances the mission of the greenhouse facility
- Work effectively within a diverse team environment and build productive working relationships
- Demonstrate initiative by identifying work needs and taking appropriate action
- Maintain strong attention to detail
- Promote and maintain a safe, safety-conscious workplace
- Contribute to a respectful work environment and demonstrate a positive, proactive attitude
- Model high ethical standards and professional conduct
- Deliver high-quality internal and external customer service

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School diploma or GED **PREFERRED.**
- Combination of experience and education in retail sales

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- This position may be designated as essential personnel and may be required to provide essential services during emergencies, severe weather events, or other critical situations to support continuous greenhouse operations.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Position is predominantly sedentary; however, travel may be required for training locally and out of town



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Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____