



## **Vacancy Announcement**

**Title:** Amkuuf Shop Manager

**Reports To:** KCDC Executive Director and KCDC Board

**Supervises:** Amkuuf Shop Sales Clerks

**Location:** Amkuuf Shop, Yreka, CA

**Salary:** \$36,000 to \$50,000 depending on experience

**Classification:** Full-Time, Regular, Exempt, Non-Entry Level

**Summary:** The Amkuuf Shop Manager will facilitate retail sales at the Amkuuf Shop and shall be responsible for, and in communication with KCDC administrative staff, merchandise ordering, daily sales, cash receipts and bank deposits, employee supervision, accuracy of employee time sheets, scheduling, inventory, computer generated reports, and day-to-day operation of the Amkuuf Shop. Shop Manager will also be responsible for working with KCDC ED and CFO to determine cost of goods sold, sales trends, and general overhead costs.

### **Application Deadline: March 11, 2021 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (530) 493-5322, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Shall be responsible for store sales, management of advertising and promotions, customer relations and customer service, merchandising, product selection, product ordering and pricing.
2. Shall supervise Amkuuf Shop staff, ensure time sheets are accurate and submitted appropriately, prepare weekly schedules for all Amkuuf Shop employees and submit schedules to the KCDC ED.
3. Shall operate the point of sale system, receive payments, and prepare daily sales slips, bank deposits and merchandise orders and ensure accuracy of all sales clerks daily close-out.
4. Shall maintain inventory system to account for all products and sales. In coordination with ED and/or CFO, shall generate inventory and sales reports to determine sales trends.
5. Shall routinely manage and update stock and price information and other relevant information in the Point of Sale system to reflect current inventory and price changes.

6. Shall perform merchandising duties such as stocking shelves, installing or changing displays, and shall work with ED to determine shop hours and closure dates.
7. Shall maintain a visible display with tobacco cessation information and shall coordinate with local law enforcement for annual safety training for all employees that includes what to do in the event of a robbery.
8. Shall work closely with KCDC ED and CFO to ensure smooth and profitable operation of the Amkuuf Shop.
9. Shall be available for local and out of area travel as required for job related training. Shall attend all required meetings and functions as requested.
10. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and knows the importance of excellent customer service.
3. Teamwork: Strives to be “solution-focused” and presents recommendations that best meet the needs of the Amkuuf Shop, shop staff and KCDC. Maintains constructive team relationships, coordinates effective goals and identifies and plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. Customer Service: Provides excellent customer service and insures all staff are capable and competent in their interactions with customers.
5. Professional Development: Participates in ongoing professional development/training/meetings as determined in coordination with the KCDC ED or KCDC Board.

**Requirements:**

1. Must have AA degree or equivalent of 5-years supervisory capacity in a business setting.
2. Must be able to add, subtract, count change, and determine pricing for cost of goods sold.

3. Must have a minimum of 1-year experience in training sales clerks, scheduling staff work hours, placing orders with vendors, and accounting for and maintaining inventory.
4. Must have the ability to work efficiently and effectively without close supervision and must also be able to work in a team setting with KCDC and Amkuuf staff.
5. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move heavy boxes; physical ability to lift and carry objects ranging from 25-40 pounds without assistance; normal manual dexterity and hand eye-coordination; corrected vision and hearing to normal range; good verbal communication skills.
6. Must have a valid California driver's license and good driving record.
7. Must successfully pass a drug screening and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**KCDC Board Approved Date:** 12/9/2015; 7/24/2019, 8/14/2019

**Council Approved Date:** 1/7/2016; 7/25/2019, 8/15/2019

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**KCDC Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairman Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_