



Employee Job Description		
Position Title: Fireworks Assistant Store Manager		
Position ID #		
Facility: Fireworks Store, Danbury WI		
Job Family: EDC	Comp Grade: Starting \$17.50 + DOQ	Status: Full-Time

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

Perform all duties as required for the successful operation of the Fireworks Store.

Essential Functions:

Assist in the operation of a profitable retail store through use of impeccable customer service, understanding of marketing concepts, excellent sales techniques, and accurate ordering process.

Job Duties:

- Know the laws and regulations regarding purchasing, sales and use of fireworks
- Oversight of all employees including scheduling, attendance, customer service, work assignment, pay schedule and motivation; ensure all employees know all rules and regulations regarding sales and use of fireworks, including age and residence requirements;
- Know the product being sold including what the item does, how high it goes, how it should be used and fired, the effect it has and the space it requires for safe use;
- Know how to safely handle the item while it's in storage and in display at the store;
- Know how to communicate safety rules with customers and how to identify what the customer can safely use in the area they will be using the firework;
- Be responsible for maintaining the inventory and ensure restocking of all items;
- Be accountable for all financial transactions and security of cash and card transactions; maintain visually appealing displays and economically reasonable promotions;
- Maintain the appearance of the store inside and outside including parking lot;
- Oversee general cleaning of store including: dusting shelves and displays, vacuuming and/or sweeping, bathroom maintenance, windows, and cleaning counters.
- Know who to call when there is a problem

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: EDC

Matrix of INDIRECT Reporting: EDC and Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extended periods of standing and walking.
- May be required to **lift up to 50 pounds**.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone; scheduled meetings with EDC will be required as needed

Minimum Qualifications

- Must be 18 years of age or older.
- Valid Driver's license and insurable.
- Ability to work nights, weekends and some holidays.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires intermediate levels of computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.
- Must demonstrate willingness to learn about different products.
- Must be able to pass background check.

Preferred Qualifications:

- Retail experience and supervisory experience
- Cashier experience with cash, checks and credit cards.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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**These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.*