



Employee Job Description	
Position Title:	Part-Time Cashier & Online Sales Associate
Position ID #	
Facility:	Maamigin Bead Store
Job Family:	Economic Board of Development Grade: \$15.00 Status: Part 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:

We are looking for a reliable and customer-focused individual to join our team as a Part-Time Cashier & Online Sales Associate. This role involves providing excellent customer service at checkout, processing transactions accurately, maintaining the sales floor, and assisting with online orders, including managing product listings and shipping.

Essential Functions:

- **Customer Service:** Greet customers, answer questions, and ensure a positive shopping experience.
- **Transaction Processing:** Accurately handle cash, credit, and digital transactions using the POS system.
- **Product Knowledge:** Stay informed about store products to assist customers effectively.
- **Checkout Maintenance:** Keep the register area clean, organized, and stocked with necessary supplies.
- **Online Sales Assistance:** Manage product listings, take product photos, and update inventory counts.
- **Order Fulfillment:** Process online orders, ensuring accurate packaging and timely shipping.
- **Inventory Management:** Ensure online inventory reflects accurate stock availability.
- **Fabric Handling:** Measure and cut fabrics as requested by customers.
- **Material Preparation:** Assist with preparing materials for sale.
- **Class Support:** Help set up, organize, and assist during in-store classes.
- **Other Duties as Assigned:** Assist with general store operations as needed.

Cashier Job Duties:

- Any other duties assigned by supervisor

Type of Supervisory Responsibilities: N/A

Supervisory Responsibilities: N/A

Directly Reporting to: Maamigin Manager

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

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

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 25 pounds.
- Requires use of I phone, POS System and general office equipment.
- 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.
- May require off-site travel.

Minimum Qualifications:

- High school diploma or equivalent.
- Ability to assess customer and business needs and take appropriate action.
- Basic to intermediate computer skills, including POS systems and online platforms.
- Strong communication, conflict resolution, and team collaboration skills.
- Ability to work efficiently in a fast-paced retail environment.
- Experience or willingness to learn fabric measuring/cutting and material preparation techniques.

Preferred Qualifications:

- Knowledge of Tribal Art and Ojibwe History

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.