



## **Skwlāx te Secwepemcúlecw Job Posting**

### **The Organization:**

Skwlāx te Secwepemcúlecw (SteS) is traditionally known as Skwlāx, which translates to Black Bear in Secwépemctsin, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the SteS people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

<b>Administration</b>	Covering programs and services for Band members
<b>Wellness</b>	Responsible for the overall health and wellness of the community
<b>Territorial Stewardship</b>	Addresses title and rights issues and external government-government relations
<b>Economic Development</b>	Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward

### **The Opportunity - A Day in the life of the Gas Station Cashier:**

Under the direction of the Gas Station Manager and the Assistant Manager, the cashier is responsible for providing customer services in a manner that reflects the highest quality of service, convenience to our customers. We are looking for an enthusiastic, energetic and friendly person.

### **Requirements - What you bring to the organization:**

- Retail and/or gas station experience is an asset
- Experience and knowledge with Point of Sale (POS) software and cash handling is an asset
- Strong customer service ability
- Able to work evenings, weekends, and holidays
- Excellent communication skills
- Professional appearance and attitude
- Efficient time management skills
- Honest, trustworthy, respectful.
- Attention to detail and high level of accuracy.
- Passionate, energetic, and love a fast-paced, highly collaborative environment.
- Ability to multitask and prioritize work.
- Must obtain a satisfactory Criminal Record Check
- Valid Drivers Licence
- Reliable transportation



**Specific Duties and Responsibilities:**

- Greet customers and provide excellent customer service at all times
- Exceptional service and friendly demeanor
- Scan merchandise accurately
- Describe current promotions and advertisements to customers
- Handle payments by cash, cheque, credit card or automatic debit
- Use electronic scanners, cash register, or computers
- Give receipts, refunds, credits and assist customers
- Must be very detail oriented
- Open and close till at the beginning and end of each shift
- Ensure that safe work practices are followed including using proper lifting techniques and keeping the register area clean
- Perform other duties and responsibilities as required or assigned.

**Application Deadline:**

Open until filled.

**Email:** [hr@lslb.ca](mailto:hr@lslb.ca)  
**Fax:** 250-679-3220  
**In Person:** Little Shuswap Lake Band Office  
1886 Little Shuswap Lake Road  
Chase, BC  
VOE 1M2

*NOTE: While we thank you for your interest in Skwłāx te Secwepemcúlecw, we will only be contacting the short- listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.*