



## San Pasqual Economic Development Corporation

### Position Vacancy

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| <b>Position Title:</b> Horizon Fuel Center Shift Supervisor<br>in Valley Center | <b>Posting Date:</b> 8/25/2021                  |
| <b>Position Reports to:</b> Horizon Fuel Center Manager                         | <b>Employment Category:</b> Full-Time/Part-Time |
| <b>Department:</b> Horizon Fuel Center  | <b>Internal Closing Date:</b> Open until filled |

**Position Summary:** The **San Pasqual Economic Development Corporation** is looking for experienced Shift Supervisors for multiple work shifts at the Horizon Fuel Center. Responsible for assisting the Horizon Fuel Center general manager in the management of the fuel center that includes the Pit Stop Market and Qdoba drive-thru restaurant. Ensures that the fuel center is clean, delivering excellent guest service and are able to work in a fast-paced environment.

#### **Principal Duties and Responsibilities:**

- Assists the manager in implementing policies for operating the Pit Stop Market and Qdoba such as hours of operation, number of employees required per shift and employees' duties and responsibilities
- Assigns employees to specific duties such as cashiering and general maintenance/repair work
- Directs and coordinates customer service activities such as cashiering, cleaning facility and stocking inventory
- Notifies customers of promotional sales on certain Pit Stop Market and Qdoba products
- Orders, receives and inventories fuel and Pit Stop Market and Qdoba products
- Performs reconciliations of cash deposits and credit card charges to point of sale system
- Implements the general manager's marketing strategy for the fuel center including the Pit Stop Market and Qdoba
- Maintains the Horizon Fuel Center brand image by ensuring the accurate processing of payments from guests, fuel center cleanliness, and excellent guest service

**Education, Experience, Qualifications and Skills:**

- High school diploma or equivalent education required
- At least 3 years experience as a fuel station, convenience store and restaurant manager or assistant manager
- Must possess a Propane certification
- Prefer CPR-First Aid certification
- Must be at least 21 years of age
- Ability to communicate in English is required; Spanish comprehension is helpful
- Fundamental reading, writing, math and computer/POS skills are required
- Proficient in Microsoft Office
- Must have access to adequate transportation to and from job site
- Must be available and willing to work a variety of days/times including weekends, evenings, holidays and overtime

The San Pasqual Band of Mission Indians are of the Kumeyaay people, is a community of 1,500 residents near Valley Center. Indigenous to Southern California, the Kumeyaay-Ipai Band returned to settle in what is now San Diego and Imperial counties.

The San Pasqual Economic Development Corporation (SPEDC) operates the Native Oaks Golf Club along with seeking other economic development opportunities to build sustainable self-sufficiency.

SPEDC offers a competitive benefits package.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time. Selected candidate must pass pre-employment background investigation and drug/alcohol screen. Preference will be given to qualified Native Americans under the San Pasqual Tribal Employment Rights Office Ordinance (T.E.R.O).*

***Individuals who are interested in consideration for the above position should email their resume to [SPEDCCareers@sanpasqualedc.com](mailto:SPEDCCareers@sanpasqualedc.com) or submit resume to PO Box 10, Valley Center, CA 92082.***