



San Pasqual Economic Development Corporation

Position Vacancy

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

Position Summary: The **San Pasqual Economic Development Corporation** is looking for experienced Cashiers for multiple work shifts at the Horizon Fuel Center. Responsible for providing service that invites interaction with our guests by processing payments for goods and services and educating guests about the offerings at the convenience store. Ensures that the fuel center is clean and inviting to guests at all times and are able to work in a fast-paced environment.

Principal Duties and Responsibilities:

- Acknowledges, engages and interacts with guests and other team members; anticipates and exceeds guests’ needs
- Processes goods and services accurately by using the point of sale system; issues refunds for returned merchandise
- Receives cash and credit card payments and issue receipts or change to guest; responsible for overages and shortages, accuracy and security
- Addresses guest needs and concerns
- Stocks product and monitors inventory of Pit Stop Market
- Frequently cleans the Horizon Fuel Center
- 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
- Previous cashier experience is required
- 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
- 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 or submit resume to PO Box 10, Valley Center, CA 92082.