



## **San Pasqual Economic Development Corporation**

### **Accepting Applications**

<b>Position Title: Horizon Fuel Center Team Member in Valley Center</b>
<b>Position Reports to: Shift Supervisor</b>
<b>Department: Horizon Fuel Center</b>
<b>Employment Category: Part-Time</b>

**Position Summary:** The **San Pasqual Economic Development Corporation** is looking for experienced part-time Team Members 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 always inviting to guests and can 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 issues receipts or change to guests; responsible for overages and shortages, accuracy and security
- Addresses guest needs and concerns
- Clean and disinfect restroom facilities, including sinks, toilets, and urinals, fill dispensers with soap, toilet paper, and other items; clean mirrors, walls, light fixtures, and windows; unclog drains and toilets
- Clean and disinfect service islands and fuel pumps
- Dispense propane while observing all industry safety standards
- Report safety, sanitary, and fire hazards to appropriate personnel
- Stocks products and monitors inventory of Pit Stop Market
- Frequently cleans the Horizon Fuel Center
- Maintains the Horizon Fuel Center brand image by ensuring a functional fuel center, the accurate processing of payments from guests, fuel center cleanliness, and excellent guest service



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

- Previous cashier experience is helpful
- Must be at least 18 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 various days/times, including weekends, evenings, holidays, and overtime.

The San Pasqual Band of Mission Indians, a community of 1,500 residents near Valley Center, is of the Kumeyaay people. 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 and seeks 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. The selected candidates must pass a 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 being considered for the above position should email their resume to [HR@sanpasqualtribe.org](mailto:HR@sanpasqualtribe.org) or fill out an application in person at 16400 Kumeyaay Way, Valley Center 92082.***