



JOB DESCRIPTION

TITLE: Gift Shop Supervisor
DEPARTMENT: Marketing
SUPERVISOR: Marketing Manager
WAGE: Dependent on Qualifications
SHIFT: Days/Nights/Weekends/Holidays
CLASSIFICATION: Non Gaming

JOB SUMMARY: Under the direction of the Marketing Manager, the Gift Shop Supervisor is responsible for the efficient operation of quality retail sales in the Gift shop. Supervises all Gift Shop staff and ensures all policies and procedures are followed. Applicants should be advised that the Tribe reserves the right to disqualify applicants whose prior activities pose a threat to the public interest. Friendly, professional attitude required at all times. Must be willing to work nights, weekends, and holidays. Neat clean appearance is a must. Native American preference but all qualified applicants will be considered.

JOB QUALIFICATIONS:

- Previous supervisory experience required.
- Previous cash handling experience required.
- Exceptional customer service skills.
- Ability to interact positively with guests.
- Strong and outgoing verbal communication skills.
- Ability to multi task.
- Must possess excellent interpersonal and employee relation skills.
- Basic computer knowledge required.

DUTIES AND RESPONSIBILITIES:

- Must adhere to Legendary Waters Resort & Casino's policies and procedures.
- Must adhere to all appearance and uniform standards.
- Supervises and schedules all staff.
- Conducts sales of all gift shop items.
- Open and close cash register, counting money, and balancing cash drawer.
- Conduct monthly inventory of all items in the gift shop.
- Greet each guest with a welcome and a smile.
- Assist guest in finding particular items if requested.
- Knowledge of all gift shop specials and promotions.
- Answer questions regarding merchandise for sale.
- Maintain a high level of organization.
- Maintain an orderly and neat work area.
- Must be able to stand for long periods of time.
- Must be able to lift up to 40 lbs.
- Perform other duties as assigned.

Not a smoke free environment.

The Red Cliff Tribal Council has a drug free workplace policy and adheres to the intent of the drug free workplace act. All new hires are subject to a drug test prior to starting.

Applications are available at the Cashier's window, the Personnel office of the casino, and on the website www.legendarywaters.com

Posted: 7/3/18

Deadline: 7/10/18

For further information contact:

LW Human Resources Department: 37600 Onigamiing Drive, Red Cliff WI

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