



POSTED: 03/01/2019

DEADLINE: UNTIL FILLED

JOB DESCRIPTION

POSITION: C-Store Assistant Manager

DEPARTMENT: Convenience Store

SUPERVISOR: C-Store Manager

LOCATION: Resort

EMPLOYMENT: Full-Time

PAY RATE: Pay Grade 9 (\$11.00 - \$14.59 per/hr. D.O.E.)

DESCRIPTION:

Works under the primary direction of the Manager and assists in the day to day operation of the C-Store. Under the direction of the Store Manager may complete ordering, pricing and inventory. Interim C-Store Manager when Manger may be absent. Must also perform all duties of a Cashier/Clerk as needed.

RESPONSIBILITIES:

- Provide excellent Guest Service to guest, internal and external through active guest engagement and positive attitude.
- Concentrates efforts on customer service in a positive and friendly manner.
- Is able to perform all duties assigned to C-Store attendant.
- Responsible for filling voids in work schedule.
- Assist Manager with paperwork, reports statement, scheduling and inventory.
- Acts as a role model for employees and concentrates efforts on customer service in a friendly and positive manner.
- Dresses professional and displays a professional demeanor on and off duty.
- Operates a cash register, makes accurate change and operates an electronic credit card terminal.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or GED,
- Must have above average math and computer skills.
- Must be able to obtain a Gaming License.
- Knowledge of and be able to complete basic reports utilizing MS Word and Excel programs.
- Must be able to manage multiple tasks.

- 2 year's previous managerial experience.
- Ability to perform minor maintenance and cleaning the facility and grounds. This may include lifting up to 50 pounds.
- Must be available to work varying shifts including weekends and holidays
- Must pass background checks and other pre-employment screenings.

PREFERRED QUALIFICATIONS:

- Marketing knowledge and able to assist in developing plan-o-grams and resets including end caps, isle shelves and counter displays.
- 5 years C-Store experience

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Public Enterprise Finance Commission (PEFC): 12/27/2016

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