



Career Opportunity:

Little Child Holdings LP – Cowessess Gas & Grocery Store 2 **Cashier/Clerk**

ABOUT COWESSESS VENTURES LP

Cowessess Ventures LP is the economic development business entity responsible for overseeing several Cowessess First Nation businesses and partnerships. The entity actively manages two retail gas stations, a mixed cattle and grain farm, a renewable energy facility and is actively developing land holdings and utility scale energy projects. The entity also partners with a construction company and renewable energy companies. By overseeing new and existing business pursuits in diversified sectors, Cowessess Ventures LP brings economic prosperity and vibrancy to the Cowessess First Nation and its members.

JOB DESCRIPTION

In order to maintain the operational functions of the Little Child Holdings LP - Cowessess Gas & Grocery Stores, Cowessess Ventures LP is seeking to fill the position of Cashier/Clerk at Cowessess Gas & Grocery Store 2 situated just off Highway 33, 3 km. southeast of Regina, Saskatchewan. This position is responsible for operating the till and handling cash and payments, delivering customer service and ensuring cleanliness of the stores as well as performing other duties as assigned.

JOB RESPONSIBILITIES

The responsibilities of the Cashier/Clerk include, but are not limited to, the following:

- Welcoming and assisting customers;
- Performing daily cash-in, cash-out procedures, maintaining the cash float and reconciling the shift sales summary as outlined in the manuals;
- Counting high turnover items such as lottery, cigarettes, tobacco and cigars on a regular basis;
- Cleaning the till area, counter, products and shelves;
- Ensuring proper identification and Status Card checks are carried out as applicable;
- Ensuring all receipts are properly filed;
- Sweeping and mopping floors, cleaning mats and wiping high traffic areas after each shift;
- Cleaning the bathrooms during each shift and stocking paper towels, toilet paper and soap;
- Stocking items daily as needed and checking for expiry dates;
- Keeping the coffee urns filled and cleaned;
- Assisting management with regular inventory checks and counts; and
- Assisting in other areas as necessary.

QUALIFICATIONS

Education:

A high school diploma or GED is preferred.



Skills and Experience:

At least one (1) year of relevant work experience in a customer service environment, preferably a gas station and/or a convenience store.

Preference will be given to those who self-identify as Indigenous and/or as Cowessess First Nation Members.

OTHER INFORMATION

Compensation:

To be determined based on the candidate's level of experience and qualifications.

Work Hours:

We are seeking individuals for casual, part-time and/or full-time employment.

Please submit a resume and cover letter to admin.ventures@cowessessfn.com by January 25, 2020 at 4:30 PM. The resume should include three work references.

For more information regarding this opportunity, please contact Kiran Bhasin, Business Manager, at the email listed above or at (306) 522-5558. Deadline for applications is **Monday, January 25, 2020 at 4:30 PM.**