



*Shoshone Tribe Service Station*  
*PO Box 764*  
*Fort Washakie, WY 82514*  
*Phone: (307) 332-2906*

### **JOB DESCRIPTION**

**POSITION:** General Manager  
**DEPARTMENT:** SHOSHONE TRIBE SERVICE STATION  
**SUPERVISION:** Shoshone Business Council (SBC)  
**SALARY:** DOE  
**STATUS:** Permanent/Full-time  
**OPENING DATE:** June 27, 2024      **CLOSING DATE:** Open Until Filled

### **POSITION SUMMARY:**

The store manager is responsible for day-to-day store operations, including scheduling training supervising employees. The store manager is responsible for the store profit, and all controllable expenses including labor, inventory levels, and cash and inventory shortages.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in recruiting of recommending for hire and training positive individuals to the become members of the Shoshone Tribal Station Team and ensuring excellent customer service.
- Motivate and encourage employees.
- Promote resolve customer complaints in a timely and professional manner implement enforce established daily operation procedures to ensure store is clean adequately stocked organized and well kept.
- Ensure all merchandise is stocked and displays are attractive and price correctly and displayed in a safe manner.
- Maintain quality brand image standard as pass evaluations.
- Supervise and discipline all store employees according to company policy.
- Monitor daily retail gasoline competitors and sending and prices to the cooperate offices in a timely manner established by management.
- Monitors cash flow/shortages inventory shrinkages and drive offs daily.
- Conduct store meetings as needed with employees a minimum of one monthly.
- Have the physical ability to perform all duties of a store cashier regularly.
- Understand all information in the daily reporting of store operations.
- Follow and enforce all company policies and establish procedures and policy.
- Enforce all safety and security issues and report all any unsafe conditions.
- Conduct regular safety and security meetings and document with employees attending signatures,
- Report and process all employees and customers incidents or accidents following company procedures and policies.

**QUALIFICATIONS:**

- High School Diploma or General Equivalence Diploma (GED)
- 3-5 years in a progressive management C-store setting.
- Ability to learn and administer cash handling policies.

**APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Shoshone Service Station, 3 North Fork Road or by mail to P.O. Box 764, Ft. Washakie, WY 82514.
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.