



**ACOMA BUSINESS ENTERPRISES
VACANCY ANNOUNCEMENT**

JOB TITLE:	SCTC Shift Supervisor	DEPARTMENT:	SCTC
SUPERVISOR:	Manager	FLSA STATUS:	Non-Exempt
OPENING DATE:	02/24/2010	CLOSING DATE:	Open Until Filled (not to exceed 30 days)

Summary of Responsibilities:

The Supervisor reports directly to the Sky City Travel Center Manager and fills in for the Manager as appropriate. This position ensures adequate inventories of all supplies. The Supervisor supervises safe operation of all counts and performs daily shift audit at the beginning and end of shift. This position gives change, insures cash drawer has adequate change, and verifies cash drawer close outs at end of shift. The Supervisor verifies and resolves any situation and manages irate customers. This position ensures all monetary assets are accounted for and secure at all times. The position is responsible for notifying managers of malfunctions, unsatisfactory performance, irregularities, and questionable activities.

Skills, Abilities, Equipment Used and Knowledge:

- Must have an aptitude for customer services and ability to remain calm and cheerful in stressful situations.
- Must possess a friendly demeanor at all times and perform job requirements with S.E.G. (Smile, Eye Contact, Greeting).
- Must possess good to excellent interpersonal skills and be able to communicate complex and unwelcome information courteously and helpfully to guests, co-workers, and supervisors.
- Must possess skill for attention to detail in cash transaction and ability to follow monetary control procedures.
- Must be able to operate cash register, calculator, credit card machine/EFS machine/check machine, and 2-way radio for security.
- Must possess problem-solving abilities in the area of Accounting/Bookkeeping
- Must be able verify safe cash drops.
- Must have the ability to answer phones and take messages

Education/Experience:

- High school diploma, GED, or equivalent helpful.
- Two years experience required: one year supervisory experience and one year as a cashier.
- Basic math, reading, writing required.
- Must be age 18 (tobacco sales).

To Apply: Submit application to the Human Resources