

**ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL (RRCBC) JOB DESCRIPTION**  
**Pomo Pump Assistant Manager**

Job Title:	<b>Pomo Pump Assistant Manager</b>	Department:	<b>Pomo Pump</b>
FSLA Status:	<b>Exempt</b>	Location:	<b>Pomo Pump</b>
Reports to:	<b>Pomo Pump Manager</b>	<b>Full Time</b>	
Salary Range	<b>DOE</b>	Date approved by RRCBC	<b>November 16, 2020</b>

**POSITION SUMMARY:**

Provide logistic and human resource support to the Pomo Pump Manager. Handle and coordinate the many aspects of work at a busy gas station. Ensure that the inventory is stocked, oversee cashiers, tenants, vendors and customers. Lead employees in customer service. Direct and assist in the completion of all employee's daily tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the gas station manager in handling the day to day operations of the gas station and convenience store.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Assist with counting money and verifying the balance of clerks till reports.
- Fuel price adjustment and gas load data entry.
- Ensuring safe is stocked and calibrated.
- Gas pump maintenance and testing.
- Oversee the work of cashiers and tenants.
- Perform all duties of a store cashier and tenant as needed.
- Establish professional relationships with vendors ensuring goods are delivered in a time efficient manner.
- Order and receive merchandise.
- Oversee inventory and stocking activities.
- Constantly monitor surroundings and provide recommendations.
- Assist in training personnel.
- Act as manager temporarily when manager is out.
- Assist in completion of all Daily, Weekly, Monthly Task Sheets.

In the event the Pomo Pump Manager is not available due to personal or business purposes: the following duties will be applied to the regular duties listed above.

- *Oversee the day to day operations of Pomo Pumps Gas Station and Convenience Store.*
- *Ensure operation is within the State Regulations.*
- *Monitor cash over/short, and inventory shrinkage.*
- *Monitor daily retail gasoline competitors and adjust store prices to reflect company pricing strategy. Communicate and perform all price changes as determined by management.*
- *Bookkeeping and sales room report retrieval.*
- *Prepare daily bank bags and ready for secure pickup.*
- *Store inventory and pricing.*
- *Stocking store per schematics.*

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**Pomo Pump Assistant Manager**

- *Veeder Root alarm logging and fuel level inspections.*
- *Supervise orders and deliveries of all vendors.*
- *Requesting payment for vendors and verifying product count.*
- *Requesting payment for vendors through the Tribal Office.*
- *Scheduling employees.*
- *Verifying clerk's daily tasks and completing inspection worksheet completion log.*
- *Submitting payroll and receiving payroll through the Tribal Office.*
- *General store upkeep, I.E., Scheduling, Maintenance, Janitorial and Repairs.*
- *Follow and enforce all Company Policies and Procedures.*
- *Implement and supervise completion of established tasks for all staff.*
- *Reconcile daily tobacco sales and release product from storage for projected day sales.*
- *Complete daily paperwork and computer entries in a timely manner as established by management.*
- *Conduct Store meetings as needed with employees.*
- *Have ability or knowledge to perform all duties of a store cashier and attendant.*
- *Understand all information in the daily reporting of store operations.*
- *Create and maintain periodic sales reports and spreadsheets.*
- *Implement Promotions.*
- *Enforce all safety and security policies documenting and reporting all incidents.*

**ABILITIES:**

- Excellent verbal and written communication skills.
- Ability to lift up to 50 pounds.
- Work a flexible schedule which would include: day, afternoon, evening shifts, weekends and holidays as necessary.
- Familiar with AGK Software.
- Organizational skills.
- Detail oriented.
- Multi-Tasking and time management skills.
- Office management skills, including but not limited to typing, data entry, record keeping and filing, and filing letters.
- Knowledge of Microsoft Office (Word, excel, PowerPoint).
- Excellent customer service.
- Respect for all Tribal Members, Tribal Officials, Supervisors and Co-Workers.
- Excellent problem-solving and conflict resolution.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds.
- Possess a basic knowledge of RRCBC custom and tradition.
- Possess a basic knowledge of surrounding American Indian tribe custom and traditions.

**MINIMUM QUALIFICATION AND EXPERIENCE:**

High School Diploma or GED and two years management experience.

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**LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, correspondence, and memos.

**CONDITIONS OF EMPLOYMENT:**

- Office and field environment; exposure to noise, dust (potential hazardous materials & substances may require appropriate safety gear), extreme weather conditions.
- The majority of working hours will be spent on the sales floor 8+ hours, assisting customers.
- Times will also be spent in the stockroom and at the front registers.
- Shifts may vary from day to evening.
- Moderate to Heavy physical activity such as walking, standing, and lifting boxes is required.
- Must be on call, when Pomo Pump Manager is unavailable
- Employee will serve a 90-day probationary period
- California driver's license, and vehicle insurance
- Pass a drug screening test

Native American Preference Applies: Preference given to qualified Native American's pursuant to the Indian Self-Determination and Education Act, public Law 93-638

**Disclaimer** *The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*