

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. Applications will be received from prospective employees concurrently. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.

Posted 10/22/2025 . Position Closes 11/5/2025 .

Position Title: Flint Fire Mercantile Cashier

Department: Flint Fire Retail Operations

Immediate Supervisor: Store Manager or Assistant Manager

Position Supervised: None

General Statement of Responsibility: The Mercantile Cashier is responsible for providing excellent customer service while accurately processing sales transactions. This position also supports daily store operations, including stocking, cleaning, and maintaining a welcoming environment for all customers.

Specific Areas of Responsibility:

- **Customer Service:** Greets customers, assists with product location, answers questions, and provides friendly and efficient checkout experience.
- **Cashiering:** Operates the cash register, processes cash, credit, and other payment methods accurately.
- **Fuel Services:** Assists customers with fuel pumps if needed (though self-service is common in Oklahoma), and ensures pumps are clean and functional.
- **General Store Operations:**
 - Stocks shelves, rotate products, and checks for damaged & expired items.
 - Maintains cleanliness of aisles, displays, and entryways.
 - Receives and assists with deliveries.
 - Assists with inventory counts.
- **Cleaning & Maintenance:** Performs general cleaning duties throughout the store and restrooms, including sweeping, mopping, trash removal, glass cleaning and cleaning gas pump areas.
- **Security:** Monitors for shoplifting or suspicious activity and reports issues to management.
- Capable staff can begin to operate as shift supervisors and begin to earn a higher range of salaries.
- Other duties as assigned.

Qualifications and Requirements:

- High school diploma or GED preferred.
- Prior retail or customer service experience is a plus but not required.
- Basic math skills and ability to handle cash accurately.
- Excellent communication and customer service skills.
- Reliable, honest, and able to work in a fast-paced environment.
- Obtain and maintain a liquor license.
- Willingness to work flexible shifts, including nights, weekends, and holidays.
- Must be able to pass a background check and drug test.

PHYSICAL REQUIREMENTS:

- Retail store setting may involve exposure to outdoor conditions at fuel pumps.
- Use of POS system, cleaning chemicals, and handling of food and beverages (if applicable).
- Ability to stand for extended periods (entire shift).
- Must be able to lift up to 25–40 lbs.
- Frequent bending, reaching, and lifting during restocking and cleaning tasks.

Tribal/Indian preference will be observed in the filling of this position.