

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 8/13/2026 Closes 8/25/2026

Position Title: Flint Fire Mercantile Shift Lead

Department: Flint Fire Mercantile

Immediate Supervisor: Store Manager

Position Supervised: Cashiers and Cooks in the absence of management

General Statement of Responsibility: The Shift Lead is responsible for overseeing daily store operations during assigned shifts, ensuring excellent customer service, maintaining store standards, and supporting team members. This position serves as the primary point of contact in the absence of store management and assists with staff supervision, inventory control, and compliance with company policies and safety procedures.

Specific Areas of Responsibility:

- Supervise store operations during assigned shifts.
- Provide leadership, guidance, and direction to team members.
- Deliver excellent customer service and resolve customer concerns professionally.
- Open and close the store according to established procedures.
- Balance cash drawers and prepare daily deposits.
- Monitor and maintain inventory levels; notify management of shortages.
- Ensure shelves are stocked, merchandise is properly displayed, and pricing is accurate.
- Maintain store cleanliness, safety, and organization standards.
- Enforce company policies, procedures, and safety guidelines.
- Train new employees and provide ongoing coaching to team members.
- Monitor employee performance and report issues to management.
- Assist with ordering merchandise and receiving deliveries.
- Ensure compliance with all applicable laws related to tobacco, alcohol, and age-restricted sales (if applicable).
- Complete required reports and documentation accurately and timely.
- Respond appropriately to emergencies or unusual situations.
- Perform other duties as assigned.

Supervisory Responsibilities

- Provides shift-level supervision to Convenience Store Clerks and Cashiers.
- Assists with training and coaching employees.
- Reports performance or disciplinary concerns to management.

Qualifications and Requirements:

- High school diploma or GED required.
- Minimum of 1–2 years of retail or customer service experience required.
- ServSafe certification (will be required after hire).
- Previous supervisory or leadership experience preferred.
- Good customer service and communication skills.
- Ability to follow recipes and instructions accurately.
- Must be available to work flexible hours, including early mornings, evenings, weekends, and holidays.
- Reliable, punctual, and able to work well in a fast-paced team environment.
- Must be able to pass a background check and drug test.

Knowledge, Skills and Abilities:

- Ability to lead and motivate team members.

- Strong problem-solving and decision-making skills.
- Ability to multitask in a fast-paced environment.
- Basic computer skills and familiarity with POS systems.
- Attention to detail and accuracy.
- Ability to follow written and verbal instructions.

Physical Demands:

- May work with kitchen equipment that produces heat and steam.
- Must be able to stand for extended periods (entire shift).
- Ability to lift up to 30–50 lbs.
- Frequent bending, reaching, and exposure to hot/cold conditions.

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