

# JOB OPPORTUNITY



## Sagkeeng Superstore Maintenance – Part-Time (2 Positions)

*This position is responsible for ensuring superior customer service, and an enjoyable shopping experience for store customers. The Maintenance position works in support of the store management team to facilitate the completion of all store level tasks and perform a variety of tasks related to different areas of the store including food preparation, cash register duties, customer service, general housekeeping and other related functions*

### DUTIES:

- Greet customers in a courteous manner,
- Assist customer in finding products,
- Perform various custodial and maintenance jobs on a scheduled basis such as:
  - sweeping and mopping floors twice daily,
  - cleaning washrooms twice per shift,
  - cleaning and organizing staff break room and the electrical room weekly,
  - cleaning air return on front entrance and refrigerator on a monthly basis or more often if required
- Drive Delivery van to various supplier to procure merchandise orders,
- Unpack products received by store,
- Stock shelves and display areas, rotate product to maintain FIFO,
- Review product expiration dates, minimum 1 aisle per day,
- Operate cash registers and Point of Sale system to complete customer transactions as required,
- Count Cash Till at beginning and end of shift as required,
- Collect payment from customer as required,
- Bag customers products and carry customer's purchases to parking lot as required,
- Unpack products received by store,
- Report incidents of theft or inappropriate conduct to shift supervisor or management,
- Other duties as may be assigned.

### QUALIFICATIONS:

- General knowledge of merchandising principles
- Basic Math Skills,
- Attention to detail,
- Ability to provide excellent customer service,
- Class 5 Driver's licence and clear driving record,
- Ability to lift 23 kg.,
- Preference will be given to applicants of Aboriginal / First Nations ancestry who are members of Sagkeeng.

**Application deadline:  
August 31<sup>st</sup>, 2018**

### Applicants MUST submit:

- Cover letter/ resume
- Criminal record check

Attention to:

Human Resources

Sagkeeng Government Office  
Box 3, Fort Alexander, MB  
R0E 0P0

Resumes can be mailed to the above address, emailed to [jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca), or dropped off at the Sagkeeng Government Office.

**LATE SUBMISSIONS WILL  
NOT BE ACCEPTED UNDER  
ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY  
THOSE SELECTED FOR AN  
INTERVIEW WILL BE CONTACTED