

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: RETAIL MANAGER
STATUS: FULL-TIME
CLASSIFICATION: EXEMPT

DATES OF POSTING PERIOD: UNTIL FILLED

POSITION SUMMARY: This position is under the direct supervision of the Director of Food Processing and is located at 309 North Main Street in North Miami, Ok. The Retail Manager position is responsible for the day-to-day operations of Prairie Sky Market, a small market that aims to provide the local community with affordable and fresh food products

PRIMARY FUNCTIONS:

- Manage food service employees, protect quality, and provide customer service
- Solve customer disputes in a quick and professional manner
- Assure accurate completion of various foodservice operations
- Compile and report till reports and sales reports for all shifts
- Manage inventory levels on the retail floor
- Efficiently manage food levels with the goal of eliminating waste
- Schedule employee shifts to ensure complete coverage
- Schedule vendors and ensure invoices are paid in a timely manner
- Other duties as assigned.

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- High School, college graduate or equivalent
- Restaurant, retail or management experience required
- Experience supervising employees is required
- Experience in food planning, food preparation, and food handling is required
- Experience with various POS and transaction devices such as touch screens, printers, tickets, computers
- Work weekends and holidays
- Must be computer literate specifically with Microsoft Office
- Must possess high integrity regarding confidential and sensitive information
- Must possess excellent communication skills, both written and oral
- Must have the ability to work in a fast-paced environment, multi-task and meet deadlines
- Must have the ability to work well with a team
- May occasionally be required to work beyond normal working hours
- May be subject to criminal background investigation
- Must possess a driver's license and be insurable
- Be drug free and successfully pass pre-employment and random drug screenings throughout employment

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry a minimum of 40 pounds
- Duties may be performed inside or outside in all weather conditions
- Normal amounts of walking, standing, sitting
- Adhere to work rules, policies and procedures, and safety standards

CONDITIONS OF EMPLOYMENT:

- Full-time, semi-permanent position fully funded with American Rescue Plan Act (ARPA) funding ending December 31, 2026

DRUG FREE WORKPLACE POLICY: *Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.*

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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