

**\*\* EXTERNAL POSITION OPENING \*\***  
**GIFT SHOP CLERK**

---



**RATE OF PAY:** Depending upon experience  
**LOCATION:** Seven Clans Casinos –Thief River Falls, MN  
**OPENS:** October 30, 2023  
**CLOSES:** November 13, 2023

---

**POSITION OBJECTIVES:**

Under the direct supervision of the Gift Shop Manager, the Gift Shop Clerk is responsible to assist in overseeing operations of the Gift Shop of Seven Clans Casino/TRF.

**DUTIES AND RESPONSIBILITIES:**

- Responsible to ensure timely service is provided to all guests. Acknowledges and responds to guests immediately.
- Computes bills, itemizes ticket to show amount due.
- Operates cash register in a proficient manner to ensure accuracy.
- Makes change, cashes checks, and issues receipts to customer.
- Quotes prices and describes features of items in store.
- Stocks shelves, assists with pricing merchandise, and counts items for inventory.
- Cleans work area, store and shelving; arranges items in a neat and orderly fashion.
- Ensures security procedures are followed.
- Will assist with answering telephones as needed.
- Responsible for good customer service at all times.

**REQUIRED QUALIFICATIONS:**

- It is required the Gift Shop Clerk have a High School diploma or GED.

**SEND COMPLETE RESUME TO:**

[Victoria.mostron@7clans.com](mailto:Victoria.mostron@7clans.com) Human Resources Office,  
20595 Center St E. Thief River Falls, MN 56701 1-800-881-0712  
Website; [www.sevenclanscasino.com](http://www.sevenclanscasino.com)