

STORE OPERATIONS · JD-EMK-19

Store Clerk

JD NUMBER	JD-EMK-19
FLSA STATUS	Non-Exempt
EEO CATEGORY	Sales Workers
REPORTS TO	Senior Store Manager
LOCATION	Emmonak, AK
SUPERVISES	None (individual contributor)
DEPARTMENT	Retail

POSITION SUMMARY

The Store Clerk is the primary customer-facing team member of the Emmonak Corporation Store, responsible for providing friendly and efficient service to all community members, operating the point-of-sale system, stocking shelves, and maintaining a clean and organized store environment. This role is an important community connection point in the Emmonak village, and the ideal candidate is a welcoming presence who takes pride in serving their neighbors. Reporting to the Store Manager, this position is an excellent entry-level opportunity for Emmonak Corporation shareholders and community members.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Greet and assist customers in a friendly, respectful manner; provide product information and assistance locating merchandise.
- Operate cash register and point-of-sale system; process cash, check, and electronic payment transactions accurately.
- Balance cash drawer at the beginning and end of each shift; report discrepancies to the Store Manager.
- Stock shelves, rotate merchandise, and ensure products are properly labeled with current prices.
- Maintain store cleanliness, including sweeping floors, wiping counters, and organizing product displays.
- Receive and check in deliveries from air freight and barge shipments; report damaged or incorrect items to the Manager.
- Monitor shelf inventory levels and notify the Manager or Inventory Clerk of low stock.
- Assist customers with special orders and communicate lead times and availability.
- Follow all food safety and product handling procedures.
- Adhere to loss prevention policies and report shoplifting or suspicious behavior to the Store Manager.
- Perform opening and closing duties as assigned by the Store Manager.

REQUIRED QUALIFICATIONS

- High school diploma or GED (or actively enrolled).
- Customer service or retail experience preferred; no prior experience required for candidates with strong community service orientation.
- Basic math skills and ability to make change.
- Reliable, punctual, and team-oriented attitude.
- Willingness to work in Emmonak, AK.

PREFERRED QUALIFICATIONS

- Alaska Native descent, particularly Emmonak Corporation shareholder or descendant.
- Prior cashier or retail associate experience.
- Yup'ik language proficiency.
- Familiarity with the Emmonak community and its seasonal supply chain realities.
- Food handler certification or ServSafe training.
- Familiarity with QuickBooks Online POS or comparable retail POS systems.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Must be able to stand for entire shifts (4-8 hours), lift up to 40 lbs for stocking tasks, bend and reach to stock and retrieve merchandise, and work in a cool refrigerated area near cold storage.
Work environment	Emmonak, AK Emmonak Store. On-site required for point-of-sale, customer service, and daily store operations.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring

preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date