



About Us

Lytton First Nation (LFN) is a culturally grounded community with a strong identity and commitment to building a sustainable, self-sufficient future. Guided by the wisdom of our Tl'kemsin Elders and the knowledge of our leaders and membership, we strive to create a healthy economy and vibrant community for future generations.

Our mission is to strengthen community vitality by planning responsibly for the future, safeguarding our people, preserving our traditions, and ensuring long-term economic and fiscal stability. We maintain respectful, mutually beneficial relationships with local, provincial, and federal partners, supporting transparent governance and the continued growth and well-being of our Nation.

About the Role

LFN is seeking an efficient and friendly **On-Call Cashier** for the LFN Community Store. This position is responsible for learning and performing basic cashier duties while providing friendly and efficient customer service. Reporting to the General Store Manager, this position is ideal for individuals seeking experience in retail and customer service, receiving on the job training in cash handling, point-of-sales (POS) systems, stocking merchandise, and maintaining a clean and welcoming store environment.

What You Will Do

As the **On-Call Cashier**, you will:

- Greet and promote a positive shopping experience while creating a friendly and welcoming environment for customers
 - Assist customers with purchases, product inquiries, store services, and resolve any minor customer concerns
 - Accurately process cash, debit, credit, and other payment transactions while maintaining the security and confidentiality of cash/payment information
 - Operate the POS system, cash register, issue receipts, refunds, exchanges, and store credits in accordance with store policies
 - Participate in opening and closing procedures, balance cash drawer and report any discrepancies to the General Store Manager
 - Monitor inventory levels and report/restock on low stock items in various areas while ensuring products are displayed properly and rotated where applicable
 - Assist with receiving, pricing, organizing merchandise, store promotions, and special events
 - Keep checkout counters, aisles, and common areas clean and organized
 - Maintain cleanliness and sanitation standards throughout the store and follow safety policies and procedures by reporting hazards, damaged merchandise, and other safety concerns
 - Support coworkers with daily tasks and perform other related duties as assigned
 - Always represent the store in a courteous and professional manner
-

What You Bring

- A high school diploma or GED equivalent is preferred
- Relevant experience, education, or a combination of both will be considered

- Previous cashier, retail, or customer service experience is an asset
- Shares Lytton First Nation values of community, innovation, integrity, service and teamwork
- Experience working in a First Nation environment is preferred
- Knowledge of Microsoft 365 such as Word, Outlook, Excel, and other related software
- Strong customer service and interpersonal skills
- Basic math and cash-handling abilities
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Dependable, honest, and reliable
- Ability to multitask in a fast-paced environment
- Basic computer and POS system skills
- Knowledge of Nlaka'pamux culture, community values, and local context is an asset

Additional Requirements

- Ability to maintain confidentiality and professional boundaries
- BC Driver's License and access to a reliable vehicle is an asset
- Clear Criminal Record Check
- Potential to provide two business references (must include a direct supervisor)
- Commitment to ongoing training and professional development

Why Join Us?

Working with LFN means contributing to cultural oriented, secure community with a strong community identity and sense of place in a role where your leadership directly impacts the wellbeing of our Nation. You will join a supportive team rooted in our shared values of **community, innovation, integrity, service, and teamwork.**

How to Apply

jobs@lfn.band or in person at the LFN Administration Office

Resume, cover letter, and business references

(250) 455-2304

www.lfn.band

Position is open until September 18, 2026