



San Pasqual Economic Development Corporation

Position Vacancy

Position Title: Horizon Fuel Center Assistant Manager in Valley Center	Posting Date: 5/5/2021
Position Reports to: Horizon Fuel Center Manager	Employment Category: Full-Time
Department: Horizon Fuel Center	Internal Closing Date: Open until filled

Position Summary: The **San Pasqual Economic Development Corporation** is looking for an experienced Assistant Manager at the new Horizon Fuel Center. Responsible for assisting the Horizon Fuel Center Manager in the management of the fuel center that includes the Pit Stop Market and Qdoba drive-thru restaurant. The Assistant Manager is responsible for providing effective leadership, training, and provide oversight in the absence of the Horizon Fuel Center Manager. The Assistant Manager must be able to identify problems, analyze data and propose solutions while providing excellent service support to the Horizon Fuel Center that is open 24 hours a day, seven days a week. Ensures that the fuel center is clean, delivering excellent guest service and able to work in a fast-paced environment.

Principal Duties and Responsibilities:

- Assists the manager in implementing policies for operating the Pit Stop Market and Qdoba such as hours of operation, number of employees required per shift, employees’ duties and responsibilities and prices for products and services
- Assigns employees to specific duties such as food preparation, cashiering and general maintenance/repair work
- Directs and coordinates customer service activities such as cashiering, food order preparation, cleaning facility and stocking inventory
- Establishes and maintains cooperative and effective working relationships with team members
- Notifies customers of promotional sales on certain Pit Stop Market and Qdoba products
- Orders, receives and inventories fuel and Pit Stop Market and Qdoba products
- Performs reconciliations of cash deposits and credit card charges to point of sale system
- Implements the manager’s marketing strategy for the fuel center including the Pit Stop Market and Qdoba and reports the results of the marketing promotions to the Manager
- Maintains the Horizon Fuel Center brand image by ensuring the accurate processing of payments from guests, the consistent delivery of excellent food quality, fuel center cleanliness, and excellent guest service

Education, Experience, Qualifications and Skills:

- High school diploma or equivalent education required
- At least 3 years experience as a fuel station, convenience store and restaurant manager or assistant manager
- Must possess a Food Handlers Card
- Must possess a Propane certification
- Prefer CPR-First Aid certification
- Must be at least 21 years of age
- Ability to communicate in English is required; Spanish comprehension is helpful
- Fundamental reading, writing, math and computer/POS skills are required
- Proficient in Microsoft Office
- Must have access to adequate transportation to and from job site
- Must be available and willing to work a variety of days/times including weekends, evenings and overtime

The San Pasqual Band of Mission Indians are of the Kumeyaay people, is a community of 1,500 residents near Valley Center. Indigenous to Southern California, the Kumeyaay-Ipai Band returned to settle in what is now San Diego and Imperial counties.

The San Pasqual Economic Development Corporation (SPEDC) operates the Native Oaks Golf Club along with seeking other economic development opportunities to build sustainable self-sufficiency.

SPEDC offers a competitive benefits package.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time. Selected candidate must pass pre-employment background investigation and drug/alcohol screen. Preference will be given to qualified Native Americans under the San Pasqual Tribal Employment Rights Ordinance (T.E.R.O).

Individuals who are interested in consideration for the above position should email their resume to SPEDCCareers@sanpasqualtribe.org or submit resume to PO Box 10, Valley Center, CA 92082.