

We're Hiring

SHIFT LEAD

Save A Lot

First Posting: Enrolled Menominee Tribal Members Only

Closing Date: May 15, 2026

Minimum Pay Rate: \$16.00

Status: Regular Part-Time

General Overview of Job

Under the general supervision of the Store Supervisor and Retail Manager, the Shift Lead plays a key role in ensuring excellent customer service, smooth operations, and overall store upkeep. This position is responsible for greeting and assisting customers in a friendly, professional, and timely manner, processing transactions at the POS system, and overseeing store opening and closing procedures. The Shift Lead also helps maintain a clean, organized sales floor and ensures merchandise is properly stocked and presented. This role offers opportunities for cross-training and the potential to work across multiple retail locations.

Essential Functions

- Greet customers promptly and kindly as they enter the store.
- Provide excellent customer service by assisting with questions, concerns, or product inquiries.
- Supervise and support team members during the shifts to ensure smooth store operations, making sure all responsibilities are completed.
- Processes sales transactions accurately using the POS system.
- Follow all policies for cash handling and loss prevention.
- Open, close and balance cash register in accordance with store policies and procedures.
- Maintain cleanliness and organization throughout the store as required.
- Stock, restock, and maintain merchandise and food/beverage areas, ensuring proper product rotation, cleanliness, availability, and adherence to expiration dates.
- Train and mentor new and existing employees' procedures, policies and customer service standards.
- Communicate effectively with team members and store leadership.
- Ensuring exterior areas of the store remain clean and safe by emptying garbage, clearing sidewalks, carts racks and retrieving shopping carts.
- Complete all daily opening and closing tasks.
- Perform other related duties as assigned.

Minimum Qualifications

High school diploma or equivalent required. Three (3) years of customer service experience with history of leadership and reliability. One (1) year supervisory experience or team lead experience in a retail or customer environment. Must be 21 years or older. Food Handling and Beverage Certification must be obtained within 30 days of hire.

Other Skills, Knowledge, Abilities

- No theft-related offenses.
- Strong dependability and work ethic.
- Effective time management and organization skills.
- Strong leadership and accountability.
- Ability to operate calmly in a fast-paced environment.
- Acute attention to detail.
- Basic math and cash handling skills.
- Scheduled work hours Sunday through Saturday, including weekends and holidays.
- Must be available to work store operation hours between 7:00am to 8:00pm.

Behavior Expectations

Must be able to maintain a positive, professional relationship with coworkers. Must be able to interact with other departments in a spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality




Part-Time Benefits:

- Paid Time Off (PTO)
- 401(k) Retirement Plan
- Flex Spending Account (FSA)
- Career Growth Opportunities
- Excellent Work Atmosphere

Apply:

Applications can be submitted through the online application portal or by emailing HR@wolfriverdev.com to request a paper application.

 www.wolfriverdevelopment.com

 W2828 Go Around Road, Keshena WI
Administration Office - Third Floor



WOLF RIVER
DEVELOPMENT COMPANY

Mission: To assertively build an expanded array of opportunities for the Menominee Nation by staying competitive in tomorrow's world.

Vision: To develop opportunities through sustainable profits.