



## JOB POSTING

### SAUGEEN FIRST NATION

### Gas Bar Attendant/Cashier

<b>Program:</b>	Gas Bar
<b>Reports To:</b>	Gas Bar Manager
<b>Term of Employment:</b>	Casual/Relief – 0 to 35 hrs per week
<b>Wage:</b>	\$18.79 per hr
<b>Hours of Work:</b>	Days, Evenings, Weekends

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#### **JOB PURPOSE**

The Gas Bar Attendant/Cashier shall receive cash from patrons and provide a receipt when requested. The Gas Bar Attendant/Cashier shall provide good service to all customers by maintaining a friendly attitude and checking oil and cleaning windshields when requested.

#### **KEY DUTIES AND ACCOUNTABILITIES**

##### **Attendant:**

- Collect cash payment from customers and provide receipt when requested
- Activate fuel pumps and fill tanks to specified levels
- Record daily reports of fuel pumps
- Check oil and clean windshields when requested
- Assist customers when needed
- Provide customer service by answering questions or giving directions
- Break down boxes for recycling
- Clean parking areas, restrooms, equipment and remove trash
- Check for expiry dates on all products and keep products stocked
- Stock oils and refill windshield washing station
- Sweeping and mopping floors as necessary
- Perform miscellaneous duties as assigned by the Gas Bar Manager

##### **Cashier:**

- Daily operations of all cashier procedures
- Print off instant lottery tickets, enter lottery payouts, keep silent sellers stocked, printing off reports twice weekly and promote lottery
- Daily inventory count of cigarettes and all other items, such as cleaning and paper supplies
- Balance till sheet at end of shift
- Phone and gift card sales
- Maintain clean and orderly checkout areas
- Stocking shelves and checking for expiry dates on products
- Breaking down boxes for recycling
- Dusting and wiping down shelves as needed
- Sweeping and mopping floors as needed
- Disposing of garbage at end of shift
- Shovel snow and assist in exterior maintenance
- Perform miscellaneous duties as assigned by Gas Bar Manager

## **REQUIREMENTS**

### **Education and Experience:**

- Grade 12 or G.E.D. equivalency an asset
- Previous customer service experience an asset
- On the job training is provided

### **Knowledge, Skills & Abilities:**

- Flexible and dependable
- Excellent customer service skills
- Able to work with minimal supervision

### **Designations, Licences & Requirements:**

- First Aid/CPR Certificate or willing to train
- WHMIS or willing to train

## **WORKING CONDITIONS**

1. Physical Demands – Long periods of standing will be involved throughout the course of work.
2. Environment – Periods of exposure to outside encountering adverse weather conditions, safety hazards and temperature extremes.
3. Mental Effort – Stress levels may be low to medium as situations may arise when dealing with the public.
4. Position Type/Expected Hours of Work – The hours of work may include evenings, weekends and stat holidays

**DEADLINE DATE: Wednesday, December 7<sup>th</sup>, 2022 @ 4:00 p.m.**  
**(\*No Late Applications Accepted\*)**

**Only qualified applicants will be contacted for an interview**

**Qualified Saugeen First Nation members will be given priority**

**Successful candidate will be asked to provide a current Criminal Record Check**

### **Submit cover letter, resume and 3 current references to:**

**At Office:** Human Resources Dept, (519) 797-1224, Extension 1110

**By E-Mail:** [tina.jacobs@saugeen.org](mailto:tina.jacobs@saugeen.org)

**By Mail:** HR Dept, 6 Cameron Drive, Southampton, ON N0H 2L0