



Career Opportunity:

Little Child Holdings LP – Cowessess Gas & Grocery Store 1 **Gas Attendant**

ABOUT COWESSESS VENTURES LP

Cowessess Ventures LP is the economic development business entity responsible for overseeing several Cowessess First Nation businesses and partnerships. The entity actively manages two retail gas stations, a mixed cattle and grain farm, a renewable energy facility and is actively developing land holdings and utility scale energy projects. The entity also partners with a construction company and renewable energy companies. By overseeing new and existing business pursuits in diversified sectors, Cowessess Ventures LP brings economic prosperity and vibrancy to the Cowessess First Nation and its members.

JOB DESCRIPTION

In order to maintain the operational functions of the Little Child Holdings LP - Cowessess Gas & Grocery Stores, Cowessess Ventures LP is seeking to fill the position of Cashier/Clerk at Cowessess Gas & Grocery Store 1 situated on the Cowessess First Nation north of Broadview, Saskatchewan. This position is responsible for pumping gas delivering customer service and ensuring cleanliness of the stores as well as performing other duties as assigned.

JOB RESPONSIBILITIES

The responsibilities of the Gas Attendant include, but are not limited to, the following:

- Welcoming and assisting customers;
- Directing traffic as needed;
- Performing daily gas dips and recording the information in the log;
- Cleaning the pump area including dispensers, spill buckets, islands, grounds and removing trash and snow as required;
- Cleaning up fuel spills promptly and disposing of hazardous materials using the safety procedures as outlined in the manual;
- Performing a daily inspection of all equipment and notifying management about defective equipment;
- Performing regular fuel sample tests and measuring nozzle flow timing;
- Loading the pump receipt tape if required;
- Updating fuel pricing as directed;
- Monitoring fuel and cleaning additive deliveries and signing delivery receipts;
- Dispensing additive into the fuel tanks prior to delivery;
- Abiding by and enforcing all safety codes and procedures as outlined in the manual;
- Responding to alarms appropriately and using safety equipment when necessary;
- Cleaning the storage and entrance areas;
- Sweeping and mopping floors, cleaning mats and wiping high traffic areas after each shift;
- Cleaning the bathrooms during each shift and stocking paper towels, toilet paper and soap;
- Stocking items daily as needed and checking for expiry dates;
- Assisting management with regular inventory checks, fuel reconciliations and reports; and



- Assisting in other areas as necessary.

QUALIFICATIONS

Education:

A high school diploma or GED is preferred.

Skills and Experience:

At least one (1) year of relevant work experience in a customer service environment, preferably a gas station and/or a convenience store.

Preference will be given to those who self-identify as Indigenous and/or as Cowessess First Nation Members.

OTHER INFORMATION

Compensation:

To be determined based on the candidate's level of experience and qualifications.

Work Hours:

We are seeking individuals for casual, part-time and/or full-time employment.

Please submit a resume and cover letter to admin.ventures@cowessessfn.com by January 25, 2020 at 4:30 PM. The resume should include three work references.

For more information regarding this opportunity, please contact Kiran Bhasin, Business Manager, at the email listed above or at (306) 522-5558. Deadline for applications is **Monday, January 25, 2020 at 4:30 PM.**