



## *Career Opportunity*

### **Gas Attendant**

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

#### **JOB DESCRIPTION**

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Little Child Holdings LP is seeking to fill the position of Gas Attendant at Cowessess Gas & Grocery Store 1 situated on the Cowessess First Nation north of Broadview, Saskatchewan. This position is responsible for delivering exceptional customer service, handling cash, stocking shelves, maintaining a clean and safe store environment and performing other duties as assigned.

#### **JOB RESPONSIBILITIES**

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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 procedures;
- 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**

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##### **Education:**

A high school diploma or GED is preferred.

##### **Skills and Experience:**

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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**

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### **Compensation:**

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

### **Work Hours:**

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

### **Applications:**

Please submit a resume and cover letter to [admin.ventures@cowessessfn.com](mailto:admin.ventures@cowessessfn.com) by 4:30 PM on Friday, June 4, 2021. The resume should include three work references.

For more information regarding this opportunity, please contact DJ Singh, Store Manager, at [davinderjit.singh@cowessessfn.com](mailto:davinderjit.singh@cowessessfn.com) or (306) 359-6777.

Deadline for applications is **Friday, August 20, 2021 at 4:30 PM.**