



# JOB POSTING

## Gas Attendant

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**Date Posted:** January 13, 2023  
**Business Unit:** Grassy Bay Services  
**Location:** Prince Rupert, British Columbia  
**Reporting to:** GM of Grassy Bay Services Ltd.

Grassy Bay Services has an immediate opening for a part-time (15-25 hours/week) **Gas Attendant** at our Petro-Canada station in Prince Rupert, British Columbia. This position is responsible for ensuring customers are quickly served by operating fuel pumps and retail equipment to provide fueling services and sell convenience items to customers. Further, he/she will be responsible for collecting payments from customers for gas and convenience store purchases and conducting minor automobile maintenance and repairs as requested by customers.

Note: The successful candidates are expected to cover some weekends from time-to-time.

### Responsibilities:

Your specific roles and responsibilities are as follows:

- Operate fuel pumps and fill fuel tanks of vehicles with gasoline or diesel fuel to desired levels.
- Carry out purchases to customers' debit or credit cards and provide customers with receipts.
- Work behind the retail counter and sell convenience items to customers, collecting cash and credit payments.
- Check the age of customers if purchasing tobacco.
- Record all tobacco sales with the appropriate reports/documents.
- Carry out minor repairs and maintenance of vehicles.
- Clean windshields and check and top-up fluid levels and air pressure.
- Replace tires, light bulbs and windshield wiper blades.
- Grease and oil vehicles as requested by customers; stock and replenish retail shelves.
- If closing the store, ensure sales are recorded and reconciled: cash, debit and credit sales and receipts are locked up, and ensure a sufficient float exists; ensure the building and gate are locked, and the alarm is set.
- Sweep internal and external areas, remove garbage and clean gas spills as needed.
- Respond to questions and queries from customers and community members.
- Attend staff and other meetings as requested.
- Other duties within the scope of the position, as assigned.

### Qualifications:

- Be fully COVID vaccinated (at least 2 vaccines).
- Minimum Grade 12 diploma or equivalent.
- Basic knowledge of minor automobile maintenance.
- At least 1-year experience as a Gas Attendant or a similar role.
- Ability to work in a fast-paced environment.
- High level of ethics, integrity and strong customer service orientation.
- Proficient use of cash register.
- Punctual and regular, with excellent organizational skills. Superior telephone manners and strong interpersonal skills.
- Adjust and is flexible to meet changing work needs and demands.

### Submission Deadline:

- Open until filled
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources at [hr@metlakatla.ca](mailto:hr@metlakatla.ca).