



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

### **JOB POSTING**

**Tk'emlúps te Secwépemc** (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Gas Station Attendant/Chester's Cashier  
**DEPARTMENT:** KIBDC – Tk'emlúps Petro Canada  
**SUPERVISOR:** Tk'emlúps Petro Canada Manager  
**TERMS:** ON-CALL/CASUAL  
**JOB REFERENCE#:** 2019 - 016

**NATURE & SCOPE OF WORK:** The Gas Station Attendant / Chester's Chicken Cashier is responsible for assisting and helping customers with the sale of merchandise and services.

#### **DUTIES AND RESPONSIBILITIES:**

- Performs all duties and responsibilities in accordance with the Tk'emlúps te Secwépemc (TteS) policies, standards and procedures as directed by the Manager.
- Maintains confidentiality on all matters relating to the affairs of the Gas Station/Convenience Store.
- Participates in the daily cleaning and stocking of the store.
- Performs sales and fuel transactions on a computerized till, including all credit card, debit card and charge accounts and received on account transactions.
- Performs all shift paperwork in a neat, orderly and legible manner. Must be able to balance paperwork and track shift count.
- Performs ALL other duties and responsibilities as necessary in the performance of the position and as assigned by the Gas Station/Car Wash Manager or Assistant Manager.

#### **POSITION QUALIFICATIONS:**

##### **REQUIRED ABILITIES, KNOWLEDGE AND SKILLS:**

- Previous Gas Station/Convenience Store experience.
- Food Safe Certificate required.
- Previous experience in working with the public in a retail environment.
- Good customer service skills.
- Good written and oral communication skills.
- Knowledge of computerized tills and basic transactions.
- Preference to TteS band members with the required qualifications.

## **REQUIRED LICENCE, CERTIFICATION ETC.:**

Grade 12 Graduation or a minimum of one-year work experience in a similar work environment or an equivalent combination of education and experience may be considered.

The following are requirements for this position, but training may be provided by Tk'emlúps Petro Canada if the individual does not have the necessary certification:

- Propane Training/Certificate
- Lottery Training/Certificate

The following certificates are not required for this position but will be favourably considered:

- World Host/Super Host Certificate
- Basic Standard First Aid Certificate
- Fire Safety and Extinguisher Training/Certificate
- WHIMIS Certificate

**HOURS OF WORK:** Rotating shift work, night shift may be required. Must be able to work weekends.

**PAY GRADE:** As per current salary grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

**Deadline for the Job posting is April 10, 2019 to be received no later than 2pm.**

**Submit Job Application Form, cover letter, resume, and references**

online: <https://tkemlups.ca/how-to-apply/job-application-form/> by fax: 250.828.9847,

or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.**

**Any late submissions or submissions without the job application form  
WILL NOT be considered.**