



# QUILAKWA INVESTMENTS LTD

## COME JOIN OUR TEAM WE ARE LOOKING FOR QUALIFIED FUEL ATTENDANT

### Job Description

Quilakwa Investments is a subsidiary of Splatsin Development Corporation, an economic development corporation wholly owned by Splatsin, the southernmost tribe of the Secwepemc Nation. We operate Indigenous-owned businesses in the tourism and retail sector, in Enderby, BC. Our foundation of approach is to support the economic independence of the Splatsin Nation, provide employment opportunities for the community, and offer top-notch service to patrons throughout the North Okanagan and Secwepemc Nation.

At Quilakwa Investments, we believe in work-life balance, growing rewarding careers, and the highest standards of practice. Come join our Team!

The Fuel Attendant (or Gas Jockey) is required to provide full-service customer service to all fuel customers as well as greeting and assisting all non-fuel customers who enter the premises. This includes the servicing of vehicles, such as dispensing gasoline, diesel, or propane; checking and filling fluids; washing windshields. The fuel attendant is also responsible for ensuring the store area is clean and presentable, and fully stocked with merchandise, as well as site and property maintenance and upkeep.

### Key Responsibilities of the Role

A Gas Jockey is required to complete the following duties and responsibilities, obtain, and maintain the required certifications, and assist in store operations, including but not limited to:

**Customer Service** – Greet and assist all patrons, provide a positive experience for all.

**Provide "Full-Service"** – Dispense fuel and propane, check and fill fluids, clean windshields, etc.

**Cash Management** – complete transactions on various POS systems, provide change, cash cheques, process electronic payments, complete Purchase Orders, etc.

**Inventory Management** – stocking product, checking expiry dates, ordering, and receiving, blocking, and facing, conduct regular inventory counts, etc.

**Site Maintenance** – Complete custodial duties, such as sweeping, mopping, dusting, cleaning bathrooms, beverage dispensers, counters, windows, car wash, etc.

**Store Merchandising** – Ensure the Jockey Supply Cart is stocked with automotive fluids required to efficiently provide full-service experience to customers. Block and Face products.

**Health & Safety** – Attend regular H&S meetings, maintain necessary certifications, etc.

**Teamwork** – Attend regular Staff meetings, cooperate with co-workers.

If you are a reliable, team player that enjoys a dynamic work environment, and an opportunity to share your skills and talents, we would like to hear from you. Please forward your resume and cover letter or drop by the store and hand in a resume to another cashier, or the store manager!



## QUILAKWA INVESTMENTS LTD

Pursuant to section 16 of the Canadian Human Rights Act preference may be given to applicants of aboriginal ancestry.

If you are a reliable, team player that enjoys a dynamic work environment, and an opportunity to share your skills and talents, we would like to hear from you.

Please forward your resume to [human.resources@splatsindc.com](mailto:human.resources@splatsindc.com) or drop by Quilakwa Canco and hand in your resume to the store manager!

Job Types: Part-time, Permanent

Salary: \$17.50 per hour

Day range:

- Holidays
- Monday to Friday 4pm to 8pm
- Weekends as needed.