



You're at home here.

Job Description

Job title:	Pump Attendant
Reports to:	Gas Bar Manager

Job Purpose:

As a Pump Attendant with the Tofino Co-op, you are responsible for delivering personalized service. At the Co-op, we strive to establish a relationship with our members and encourage them to continue their patronage.

Duties and Responsibilities:

- Come to work with a positive, professional approach and attitude
- Be dependable for all scheduled shifts
- Provide legendary customer service
- Run fuel pumps, fill tanks with gasoline or diesel, check oil levels, and wash windshields
- Be familiar with and adhere to all Tofino Co-op policies and procedures
- Perform interior and exterior housekeeping and maintenance duties
- Order, receive, and display merchandise as directed
- Have a good working understanding of the till operation and POS
- Other duties as assigned

Qualifications:

- A secondary school diploma is preferred
- Previous retail experience is considered an asset
- Excellent customer service skills
- Attention to detail
- Previous cash handling skills

Working conditions:

Flexible, must be willing to work a variety of hours, including days, evenings as well as weekends and holidays based on the business needs

Physical requirements

- Constant standing and walking throughout shift for up to 8 hours
- Physically demanding; frequent lifting and carrying up to 50 lbs
- Kneeling, pushing, pulling, lifting
- Occasional ascending or descending stairs

What Tofino Co-op Offers:

- Full Benefits Plan including Health and Wellness Benefits, Extended Health Care, Dental, Life Insurance, Short-Term & Long-Term Disability Insurance
- Employer Matched Pension Plan (7.5% Matched)
- Employee Family Assistance Program
- Competitive wages paid bi-weekly
- Tuition Assistance
- Excellent Opportunities for further development and advancement