



Picayune Rancheria
Of the
CHUKCHANSI INDIANS
49260 Chapel Hill, PO Box 2226 * Oakhurst, CA 93644 * (559) 412-5590

POSITION DESCRIPTION –GAS STATION ATTENDANT

Reports To: Store Manager

Department: Administration

Status: Non-Exempt

Salary Range: DOE

Summary & Scope of Position:

This position performs many duties pertaining to pumping gas, and handling store functions. Their main responsibility is to make sure that gas dispensers are clean and in good working order, that any customer who may be having trouble is assisted, and that shelves are properly stocked.

Primary Responsibilities:

1. Ensure all merchandise is stocked and displays are attractive, priced correctly, and displayed in a safe manner.
2. Ensure that the area around the gas pumps and the convenience store is cleaned and maintained properly
3. Receive stock and ensure that all items are displayed on the shelves
4. Greet customers as they arrive at the gas station
5. Assist customers on self-service fuel pumps by providing them with insight on how to pump gas properly
6. Ascertain that all gas dispensers are kept in good working order at all times
7. Check for leaks or malfunctions, and ensure that any such incidents are reported to the supervisor
8. Assist customers in determining where their choice of items are located within the store and assist them in reaching top shelf products
9. Ascertain that store items are properly stocked and communicate low stock situations to supervisors

10. Clean and sanitize shop areas and ensure that no hazardous materials are present in or around the gas station
11. Wash windshields and check fluid levels and air pressure
12. Sanitize parking areas, offices, restrooms, equipment, tools, and remove garbage
13. Safely make all necessary repairs and maintain maintenance records
14. Be able to cover for cashiers during lunch breaks if necessary
15. Trained in dispensing propane
16. Perform other duties assigned by management

Requirements and Qualifications:

1. High School Diploma or GED and several years of retail experience.
2. Complete Drug Screening.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

(Approval Signature)

(Date)

(Employee Signature)

(Date)