



TK'EMLÚPS TE SECWÉPEMC

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 Bar Attendant
DEPARTMENT: Sc.wéñwen Economic Development Corporation (SEDC)
SUPERVISOR: Gas Bar Manager
TERMS: On-Call
REFERENCE #: 2026-106

Purpose of Position:

The purpose of this position is to be responsible for assisting and helping customers with the sale of merchandise and services to ensure the success of the Gas Bar.

Duties and Responsibilities:

- 1. Provides courteous and efficient customer service with the sale of merchandise and services as well as other duties to ensure the successful day-to-day operations of the Gas Bar. (95%)**
 - Completes customer service.
 - Covers staff breaks.
 - Participates in the daily cleaning and stocking of the store.
 - Performs sales and fuel transactions on a computerized till.
 - Completes all credit card, debit card and charge accounts and receives on account transactions.
 - Performs all shift paperwork in a neat and orderly, legible manner.
 - Balances paperwork and tracks shift count.
 - Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Gas Station/Convenience Store Manager or Assistant Manager.
 - Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
 - Maintains confidentiality on all matters relating to the affairs of the TteS.
- 2. Other related duties as required. (5%)**

Professional Certification, Education and Experience:

Grade 12 Graduation preferred and 1-3 years work experience in a similar work environment or an equivalent combination of education and/or training.

Experience in convenience or retail store operations.

Prefer a valid Basic Standard First Aid ticket.
Must possess WHIMIS Training / Certificate.
Must possess Propane Training/Certificate.
Prefer Fire Safety and Extinguisher Training/Certificate.
Must possess Lottery Training/Certificate.
Prefer Superhost training.

Skills and Abilities:

- Working knowledge of retail business operations.
- Excellent customer service skills.
- Good oral and written communication and organizational skills.
- Ability to work a cash register/computerized till and POS system.
- Proven ability to set priorities and meet deadlines.
- Ability to take initiative.
- Must have basic mathematical skills.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.
PAY GRADE: Starting at \$18.25/hour

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

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is Open Until Filled

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #320 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.