

Job: FUEL ATTENDANT

Summary:

Serves automobiles, trucks and other automotive vehicles and approved portable containers with gasoline or diesel fuel; ensures that safety standards are met or exceeded; greets customers in a friendly manner and makes an effort to ensure that customers leave with a good impression of the Company and are likely to return

Responsibilities:

- Fills fuel tank of motor vehicles or approved portable containers with gasoline or diesel fuel to level specified by customer
- Provides customers with positive, personalized customer services
- Adheres to Federal, State and local regulations with safety, environmental and maintenance standards
- Ensures outside dispenser area is in a clean and organized manner; collects trash from receptacles and cleans dispenser area as needed
- Integrates Health, Environmental and Safety (HES) into daily job performance and assists in maintaining a safe environment for customers, employees and self
- Follows and complies with all health, sanitation and safe work practices and procedures for handling gas and complies with all Company policies and procedures
- Maintains knowledge of products and services offered by the Company
- Performs sales transactions related to fuel purchases
- Complies with safe money handling procedures and secure transaction practices
- Helps ensure equipment is operating correctly. Communicates to Management when maintenance is needed
- Responds quickly to all emergencies for the safety and security of customers and employees, and notifies the appropriate individuals accordingly
- Reports all time worked, on or off site, for appropriate compensation
- Completes other duties as assigned by Management

Education Requirements:

- No requirement

Experience Requirements:

- Practical experience dispensing fuel under the direct supervision of an experienced operator for a period not less than one full working day

Skill Requirements:

- Basic computer skills
- Exceptional customer service skills and good verbal communication skills
- Understanding of store functions and operations
- Capable of working in a fast-paced environment and ability to work as a member of a team
- Ability to model proper workplace behavior, including being respectful, honest and fair
- Ability to perform repeated bending, kneeling, twisting and overhead reaching
- Ability to work in intermittent temperature, e.g., outside at the pumps
- Ability to stand for an entire shift
- Ability to frequently lift between 5 to 20 pounds
- Ability to occasionally lift up to 50 pounds

Note: Not authorized to drive for Company business

This job description is intended to describe the general nature and level of the work being performed by the individuals assigned to this job. This is not an exhaustive list of all duties and responsibilities. Management reserves the right to amend and change the duties and responsibilities of this job to meet business and organizational needs as necessary.