

## **JOB DESCRIPTION**

Job title: Gas Station Attendant  
Job number: GA20260609  
Status: Part-time, Full-time, Seasonal  
Location: Gas Rez, Rt 207 & Old Malone Hwy, Kahnawake.

### Job Overview:

We are seeking a dedicated and friendly Gas Station Attendant to join our team on a Full-time, Part-time, or Seasonal basis. The ideal candidate will be responsible for providing excellent customer service, ensuring the smooth operation of the gas station, and maintaining a clean and welcoming environment for our customers. This role requires strong communication skills, a customer-focused attitude, and the ability to handle cash transactions accurately.

### Responsibilities:

- Greet customers warmly and provide assistance with fuel purchases.
- Operate fuel pumps and ensure proper fueling techniques are followed.
- Handle cash transactions, including processing payments and giving change accurately. This includes writing gas receipts and handling USD.
- Maintain cleanliness and organization of the gas station and outdoor spaces.
- Wash windshields, check/add oil, fill tires, etc.
- In winter, shovel around the gas pump areas and salt the premises to ensure safety.
- Assist customers with inquiries regarding products, services, or promotions available at the station.
- Upsell products and services to enhance customer experience and increase sales.
- Monitor inventory levels of fuel and car-related store merchandise; restock and/or report any discrepancies or low stock items.
- Adhere to safety protocols and regulations while performing duties on-site (turn off car, no smoking, no cell phone, etc.)

### Experience & Skills:

- Strong customer service skills with a friendly demeanor.
- Ability to communicate effectively in English; bilingual candidates are encouraged to apply as French would be an asset.
- Previous experience as a gas station attendant is a plus.
- Familiarity with cash handling procedures and point-of-sale systems.
- Excellent phone etiquette for handling customer inquiries over the phone.
- Capability to upsell products effectively to enhance customer satisfaction.
- Basic technical skills to operate gas station equipment and technology efficiently.

Join our team as a Gas Station Attendant where you can make a difference in delivering outstanding service while being part of a dynamic work environment!

Benefits:

- On-site parking
- Paid time off

Education: DCS / DEC (*preferred*)

Experience: Customer Service: 1 year (required)  
Experience as Gas Station Attendant: 1 year (preferred)

***All interested candidates should send their resumes to the attention of Anna Lombardi, HR Manager, at [HRClubRez@gmail.com](mailto:HRClubRez@gmail.com)***

***Please include the job title and job number on the subject line of the email.***

***Please note that only candidates selected for an initial screening will be contacted.***

Deadline: July 9, 2026

Start date: July/August 2026