



# JOB POSTING

## Pump Attendant

### Job Duties:

- Properly greet customer as they enter or approach pumps by boat or car
- Determine product and quantity that the customer wishes
- Sell vehicle related items to customers as requested
- Perform minor service to vehicles as requested (eg. Add oil or washer fluid)
- Collect cash/credit/debit from customer as required
- Close sale on register
- Complete end of day reconciliations and deposit into the safe
- Pump out boat septics as required
- Maintain order within harbour for boat service
- Clean dock areas and gas dock
- Book transient docking as required or available
- Notify Management of broken or damaged equipment
- Clean and organize product displays as needed
- Clean front counter area on routine basis or as directed
- Clean and mop floors as required or as directed
- Clean register screens according to proper maintenance requirements
- Ensure there is no open food within the location that would attract pests
- Empty garbage and cardboard from location and place in the proper bins at back

### Qualifications:

- Must be able to work weekends and holidays, students welcome
- Must be able to work independently and be reliable
- Must be able to show integrity and professionalism in appearance and mannerisms
- First Aid/CPR certified or ability to be certified

**Classification:** Part Time Only (up to 16 hours per week)

**Closing Date:** Until Filled

### Apply with Resume or Application:

Virginia Beach Marina Gas Bar, Attention Amber Snache  
7155 Black River Road, Unit 1, P.O. Box N-16, R.R. #2,  
Georgina Island First Nation, Sutton West, Ontario, L0E 1R0  
Phone: 705- 437-2533  
e-mail: dockcoordinator.vbm@islandviewbc.com

**Application Forms are available at the Business Centre Office  
Only those that are considered for an interview will be contacted**