



EMPLOYMENT OPPORTUNITIES WITH SASKATOON CO-OP

Position: Gas Bar Supervisor - TEMPORARY MAY LEAD TO PERMANENT

Responsibilities:

- To come to work with a positive, professional approach and attitude.
- To be dependable for all scheduled shifts.
- To be responsible for any required repairs and maintenance of car wash equipment (car wash locations only).
- To order, receive, price, and display merchandise as assigned by the station manager.
- To have a good working understanding of all point of sale operations including back office functions.
- To ensure that a neat, clean, and orderly location is maintained at all times.
- To assist in the marketing requirements of the location.
- Under the direction of the manager, to supervise and train staff.
- To be responsible for the adherence and enforcement of all Saskatoon Co-op policies and procedures
- To ensure that outstanding courteous customer service is provided at all times.
- To provide pump island assistance as required.
- To perform the necessary daily reconciliations and reports.
- To perform opening and closing procedures.
- To be responsible for administrative duties as assigned by the station manager.
- Other duties as assigned.

Qualifications:

- Must possess a minimum of 2 years experience as a gas bar clerk with Saskatoon Co-op, with at least one of those years of experience in a functional supervisory role
or
3 years supervisory experience in a retail setting.
- Must possess a minimum Grade 12 diploma or equivalent education.
- Must have a minimum of 6 months experience performing administrative procedures including cash reconciliations and general office paperwork.
- Must have demonstrated leadership ability in the areas of directing, coaching, and training of staff.
- Must have above average communication skills and be customer service orientated.

If you are interested in this job posting please apply to Saskatoon Co-op Human Resources, located upstairs in the Avenue C Home Centre (311 Circle Dr. West).