



JOB DESCRIPTION

Senior Shop Assistant / Driveway Attendant Casual Position

SERVICE STATION SHOP ASSISTANTS / DRIVEWAY ATTENDANTS at YCDCo sell fuel, lubricants and other automotive accessories, produce, hardware, garden and farm supplies and perform minor maintenance on motor vehicles. You will be working in a dangerous environment and safety is our first priority.

Tasks Include:

- Supervision of junior staff.
- Filling fuel tanks or containers to level specified by customer.
- Checking and replenishing engine oil, tyre pressure, water and coolant levels.
- Collecting payments from customers for purchases.
- Manage stock control and preparing reports on fuel, oil, accessories and other items sold.
- Replenishing stock including fast foods, newspapers, magazines, hardware, produce and drinks.
- Cleaning petrol pumps and surrounding driveway, shop and facilities.
- Filling of LPG gas bottles.
- Loading and unloading of produce. i.e. stock feeds and rural supplies; some heavy lifting is required.
- Maintenance of produce shed. i.e. Vermin control and cleaning etc.
- Assisting customers with product choice.
- Opening and closing store procedures.
- Reconciliation of till.
- Follow correct procedure as set out in the procedures manual.
- Maintain safe work environment as per Worksafe legislation.
- Attending staff meetings and training sessions.
- Other tasks as directed by Management.

I have read and understand this job description:

Full
Name: _____

Signature: _____ Dated: ____ / ____ / ____