

# Employment Opportunity

April 27, 2022

## **OKEYMOWKISIK GAS BAR SHIFT SUPERVISOR INTERNAL POSTING**

---

### **Summary**

The Shift Supervisor has the overall responsibility of the daily operations of Okeymowkisik Gas Bar. They supervise and co-ordinate the activities of the cashiers and gas jockeys. The Shift Supervisor reports directly to the Gas Bar Business Manager.

### **Experience Requirements**

- Supervise and co-ordinate daily operational procedures of Cashiers and Gas Jockeys
- Assist in completing, posting, and maintaining the daily and/or weekly shift work assignment schedule for all employees.
- Opens and closes store on time.
- Prepare and maintain reports on product inventories, sales, and personnel matters
- Prepare the daily deposit records. Ensure that all floats and cash drops are verified during each shift.
- Ensure that all security measures are followed
- Assist in interviewing, hiring, training, evaluating, promoting and terminating employees.
- Ensure that all employees, including self, are providing a high level of customer service.
- Ensure that all staff is following provincial and federal regulations pertaining to the sale of tax exempt tobacco and fuel.
- Ensure that all staff assists with monitoring and maintaining a high standard of cleanliness within store parameters at all times.
- Maintain a professional working relationship with all staff
- Provide assistance during busy times through-out the day at any position
- Assist in how merchandise should be displayed
- Implement all policies and procedures set out by Okeymowkisik Gas Bar and Samson Management (2009) Ltd.
- Resolve problems that arise, such as customer complaints and supply shortages, promptly and professionally.

### **Working Conditions**

The Shift Supervisor works in a gas station environment. Their position requires bending, standing, and walking the entire workday as well as some administrative responsibilities within the business. Must be able to lift up to 50 lbs. **Must be available to work on short notice and able to work mornings, nights and weekends between 6:30am and midnight.**

### **Education**

- High School Diploma or GED
- Minimum of two (2) years of previous experience in a customer service related position(s)

### **Employment Opportunity**

This is an Full time position.

**Closing Date: May 9, 2022**

Interested persons are requested to submit a resume by mail, personally, fax or email to:

**SAMSON MANAGEMENT (2009) LTD.**  
P.O. Box 539, Maskwacis Alberta, T0C 1N0  
Email: [humanresources@smlcorp.com](mailto:humanresources@smlcorp.com)  
Telephone: (780) 585-2468 Fax: (780) 585-2393