

Olgoonik Corporation Job Description

Job Title: **Fuel Helper**

Department: Fuel
Reports To: Fuel Station Manager
FLSA Status: Non-Exempt
Updated: July of 2009

Summary: Sells fuel, lubricants, and accessories, at self-service station to operators of automobiles, buses, trucks, and other automotive vehicles by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Allows customer to fill fuel tank of automotive vehicle with fuel, such as gasoline or diesel fuel, to desired level.

Collects cash from customer for purchases and makes change or charges purchases, using customer's credit card.

Prepares daily report of fuel, oil, and accessories sold.

Assist Fuel Truck driver in the delivery of fuel products safely, and promptly.

Assist in transfer of liquefied petroleum gas into 100lb. bottles and 1000lb tanks.

Accomplish necessary tasks required by the NSB contract for fuel division.

Climb fuel storage tanks to take necessary tank measurements, etc.

Qualifications -To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have a high school diploma or general education degree (GED).

Must have at least three months experience or training related to this area.

Must have a current 40 Hour Hazardous Waste Operations certificate (HazWoper Card). A CPR Card not required, but preferred.

Must be able to read and comprehend simple instructions, short correspondence, and memos.

Must be able to write simple correspondence.

Must be able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Must be able to add and subtract two digit numbers and to multiply and divide using units of American money and weight measurement, and simple volumes.

Must be able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

COMPETENCIES - To perform the job successfully, an individual should demonstrate the following competencies :

Responds promptly to customer needs; Responds to requests for service and assistance.

Listens and gets clarification.

Treats people with respect.

Follows policies and procedures.

Exhibits sound and accurate judgment.

Uses time efficiently.

Demonstrates accuracy and thoroughness.

Meets productivity standards.

Observes safety and security procedures; Reports potentially unsafe conditions .

Adapts to changes in the work environment.

Is consistently at work and on time.

Physical requirements - While performing the duties of this job, the employee is frequently required to stand, walk, reach with hands and arms, talk, and hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles The employee is occasionally exposed to moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

LOCATION: Wainwright

PAY: DOE

APPLICATION PROCESS: Please send a completed application to:

Olgoonik Corporation

POBox 29

Wainwright, AK 99782

FAX: 907.763.2926

Email: dnashoalook@ain.olgoonik.com

Applications will be accepted until position is filled.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. NOTE: This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.