

## **Service Station Assistant**

The Service Station Assistant is an important role in the operation of any Service Station. The Service Station Assistant is the face of the company for many customers and reflects the company's profile and ethos and therefore must ensure a high level of customer service in retailing fuel, groceries, hot food etc. Applicants interested in pursuing a career in service station retailing, operations and working as a member of a team within a service station must be over 16 years of age. Applicants must also have a minimum requirement 5 Passes in Ordinary Papers at Junior Certificate level or equivalent qualifications or relevant retail experience.

**The primary functions of a Service Station Assistant are as follows:**

### ***Retail***

- Serve customers in a quick, friendly and efficient manner
- Operate a cash register system and reconcile at end of shift
- Undertake stock taking, stock listing and stock checking as required
- Undertake packing, displaying and pricing of stock as required
- Maintain a clean and health working and retail environment
- Maintain the security of people, stock and premises

### ***Fuel***

- Refuel vehicles (petrol and diesel) to level requested by customer
- Wash windscreens as requested
- Check air pressure in tyres, levels of oil, and other fluids, and adds air, oil, water, etc as required
- Maintain a clean and safe forecourt and parking area
- Insure compliance with all health & safety, fire and dangerous substance regulations
- Receive deliveries of motor fuel and regularly check wetstock levels

### ***Food***

- Make and serve hot and cold deli food and beverages
- Monitor stock levels and reorder when appropriate
- Receive, handle and store food deliveries
- Maintain a high level of hygiene in all food preparation, display and serving areas