



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Rd. Ste 200
Virginia Beach, VA 23452
Telephone: 757-318-9420
Facsimile: 757-275-7394

FUEL ATTENDANT	
Approved Date: 2023	Part Time
Job Code:	FLSA : Non Exempt

JOB SUMMARY: Under general direction, collect payment for services and supplies. May lubricate vehicle, change motor oil, install antifreeze, or replace lights or other accessories, such as windshield wiper blades or fan belts. May repair or replace tires.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Collect cash payments from customers and make change, or charge purchases to customers' credit cards and provide customers with receipts.

Activate fuel pumps and fill fuel tanks of vehicles with gasoline or diesel fuel to specified levels.

Prepare daily reports of fuel, oil, and accessory sales.

Clean parking areas, offices, restrooms, and equipment, and remove trash.

Check air pressure in vehicle tires; and levels of fuel, motor oil, transmission, radiator, battery, and other fluids; and add air, oil, water, oil other fluids, as required.

Clean windshields, and/or wash and wax vehicles.

Provide customers with information about local roads and highways.

Perform minor repairs such as adjusting brakes, replacing spark plugs, and changing engine oil and filters.

Order stock and price and shelve incoming goods.

Rotate, test, and repair or replace tires.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Skill in verbal and written communication.
- Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Skill in talking to others to convey information effectively.
- Skill in actively looking for ways to help people.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skill in managing one's own time and the time of others.
- Skill in determining causes of operating errors and deciding what to do about it.
- Skill in performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Skill in selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

MINIMUM EDUCATION QUALIFICATION

A high school diploma or GED equivalent.

MINIMUM CERTIFICATION QUALIFICATION

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 50 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date