



Chapleau Cree First Nation
P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0
Tel: (705) 864-0784 ♦ Fax (705) 864-1760
reception@chapleaucree.ca

EMPLOYMENT OPPORTUNITY

Position:	Gas Bar Manager - Interim
Location:	The Chapleau Cree First Nation (CCFN) is a member of the Mushkegowuk Council and is situated on the Fox Lake Reserve, located just outside the community of Chapleau. The community is approximately four hours north of Sault Ste. Marie and two hours southwest of Timmins.
Description:	The Gas Bar Manager is responsible for the operation and maintenance of Pimii Kamik Gas Bar. This includes ensuring that the store is safe for customers and staff and that its appearance is clean and orderly. Supervise the Attendants in their duties and ensure that all financial transactions are properly conducted and reported. Follow CCFN policies for cash handling and take all other measures as directed to ensure the safety and security of the goods, valuables, and assets in the Gas Bar.
Preferred Qualifications:	<ul style="list-style-type: none">✓ Knowledge of debit machine and cash register✓ Customer Relations/Service✓ Provide a Criminal Record Check✓ First Aid/CPR Training✓ Propane Refilling Certificate✓ Have own transportation✓ Must provide a valid driver's license
Skills:	<ul style="list-style-type: none">✓ Good communication skills✓ Ability to stand for long periods of time✓ Able to take and follow direction✓ Must be able to work under pressure✓ Able to work independently and as a team player
Duties/Responsibilities:	<ul style="list-style-type: none">✓ Use CCFN's Public Works Work Order system for necessary maintenance and repairs.✓ Able to work evenings and weekends✓ Pump Gas/Diesel✓ Supervise Gas Bar Attendants, including assigning tasks, completing hours into HR system, and managing schedules.✓ Responsible for Opening/Closing Store✓ Work with numbers- including cash and inventory control✓ Light janitorial duties✓ Maintain up-keep of Gas Bar and surroundings✓ Other related duties as deemed necessary
Hourly rate:	\$ 52,500.00 - \$57,500.00
Closing Date:	Until filled

Individuals are invited to submit their application, résumé and three references to the following:

Edith Larocque, Band Administrator
Chapleau Cree First Nation
P.O. Box 400
Chapleau, ON P0M 1K0
bandadmin@chapleaucree.ca
Subject Line: Gas Bar Manager - Interim

Note: Electronic bids missing the above subject may be missed from consideration.
We thank all applicants, but only those selected for an interview will be contacted.
First Nation individuals and CCFN band members are encouraged to apply!