



Southwind Development Corporation Inc.

9111 West Ipperwash Rd. Unit #8

Chippewas of Kettle & Stony Point First Nation

SUMMER STUDENT EMPLOYMENT OPPORTUNITY

1 Property Operations & Maintenance Summer Student (1 Position)

LOCATION: Kettle & Stony Point Plaza

DURATION: 8 weeks

- **POSITION SUMMARY:**

REPORTING PROTOCOL: This position is under the direct supervision of the CDA, Southwind

QUALIFICATIONS:

- Must be a registered band member of the Chippewas of Kettle & Stony Point First Nation
- High School or Post-Secondary Student
- Must be returning to school in the Fall of 2017, proof of enrollment required
- Must provide a clear CPIC
- Be between the ages of 15 and 30 years

JOB SUMMARY:

- Performing all aspects of filling appropriate fuel into vehicles, filling propane into bottles, storing and maintaining product and maintaining displays
- Maintain a safe and efficient operation while adhering to company policies, procedures and standards.
- Cashier to record and receive payment from customers in the gas station for the purchase of gasoline, diesel and goods. Receive payment by cash, debit, m/card, on account or by visa
- Count back tills at closing of shift and reconcile all payments and ensure all documents are accounted for
- Stock shelves and ensure proper rotation is done
- Sweep store and perform general cleaning duties
- Perform all duties with a pleasant, friendly and businesslike manner. Remembering a happy customer comes back
- Assist customers who require help with gas up, vehicles or get another co-worker to help if you are alone
- Proper checking of invoices and stock received and that the documents are handed in to the office when completely checked and signed
- Responsible for receiving, handling, security and storage of stock, that it is placed in the proper areas of storage
- Go through products and check for freshness and that proper pricing is applied
- Put out products as needed
- Ensure all areas, including restrooms are clean and sanitized properly after use
- Retail or related experience; previous cash handling, banking or related Experience an asset, but the company will train

Application to Include: Cover letter, resume & three work related letters of reference

Please submit your application to:

Four Winds Business & Training Centre / Employment Service Access Office

9156 Tecumseh Lane, Kettle Point ON N0N 1J1

ATT: TERESE BRESSETTE, SUMMER EMPLOYMENT

The successful candidate must provide a Police Record Check (C.P.I.C) and willing to sign a background consent form.

Preference will be given to Kettle & Stony Point First Nation Band Member STUDENTS ages 15-29 years no exceptions. All applicants must have a valid SOCIAL INSURANCE NUMBER, CPIC and UPDATED RESUMES.

Deadline for application is June 22, 2017 at 4:00 pm

Interviews: June 23 & 26, 2017