



## Gas Station Manager

**Posted by:** Burloak Esso

**Posting date:** 28-May-2024      **Closing date:** 24-Nov-2024

**Education:** Completion of secondary school is required

**Language:** English

**Job location:** Burlington

**Salary:** \$43.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6485275

Expired

### Job description:

**About Us:** Burloak Esso was established in 2008 in Burlington, Ontario, and comprises establishments primarily engaged in retailing automotive fuels combined with the retail sale of a limited line of merchandise, such as milk, bread, soft drinks, and snacks, in a convenience store setting. We are an independent corporate company that manages the business and all related aspects. Today's Service stations are more than just transaction hubs; Customers are looking for a range of quality products and advice from knowledgeable service champions who understand their needs.

Burloak Esso commenced business in Burlington in 2008, The Esso & Circle-K name brings with it our reputation of keeping Canadians moving by being there when and where they need

us, offering innovative products and quality service. We offer fuel and oil products; and a range of snacks, beverages, and meals. It also provides vehicle cleaning services. Burloak Esso is an Independent Channel Partner, we brought skills, business experience, enthusiasm and commitment. Esso supplies the fuel, a proven global operating.

**Terms of employment:** Permanent, full-time

**Work location:** Burlington, Ontario (on-site)

**Language of work:** English

**Salary range:** \$43.50/hour

**Hours:** 37.50/week

**Start date:** As soon as possible

**Benefits:** Paid Vacation, Store Discounts, Competitive salary

**Duties and responsibilities:**

The Gas Station Manager must know and master all aspects of the role such as

- 1) operational expertise excellence
  - 2) business reporting & analysis. and
  - 3) retail team development/leadership
- Store Manager is fully accountable for the safe and profitable operation of the site and all personnel reporting to them in delivering the offer and serving the customer.

Plan, direct and evaluate the operations of establishments engaged in wholesale and retail sales or of departments in such establishments

Manage staff and assign duties

Study market research and trends to determine consumer demand, potential sales volumes and effect of competitors' operations on sales

Determine merchandise and services to be sold, and implement price and credit policies

Source and negotiate with vendors when necessary to procure merchandise for resale

Develop and implement marketing strategies

Plan budgets, authorize expenditures, and monitor revenues

Evaluate and improve customer service and respond to customer requests and issues

Address staffing requirements, including the hiring, development and retention of staff.

Willingness to greet, interact and serve guests with a positive attitude in order to make their day.

Must be willing to keep clean and stock all shelves, merchandiser, and store to fulfill superior guest satisfaction.

Ability to operate point of sale equipment, credit card machine.

Follows all cash handling/banking procedures.

Prepares daily site accounting report including the balancing of sales, cash, credit, & invoicing, bank deposits, operate cash register, fuel console, credit card, Lotto, Lottery, fuel pumps and money order and other equipment and transactions as necessary.

Be totally responsible to set the positive guest experience tone in the store and to build a great team.

Follows and adheres to weekly labor hours, with exceptions noted. Develops weekly schedule for his/her team.

Reviews and approves weekly payroll. Schedule optimized for labor costs and customer service.

Coaches and trains ALL Team Associates on the proper processes of all food service execution and Food safety handling programs.

Adhere to all safety policies and procedures Managerial & Leadership duties to include recruiting, interviewing, training.

**Qualifications:**

- Completion of secondary school is required
- Previous managerial experience, preferably in a gas station or related field.
- Strong leadership and interpersonal skills.
- Knowledge of safety regulations and procedures.
- Experience managing staff.
- A good understanding of retail business.
- Ability to work in a fast-paced environment.
- High level of ethics, integrity and strong customer service orientation.
- Proficient use of cash register.
- Great computer skills and proficiency in Microsoft Office Suite (e.g., Word, Excel, etc.).
- Punctual and regular, with excellent organizational skills. Superior telephone manners and strong interpersonal skills.
- Adjust and be flexible to meet changing work needs and demands.

**Benefits:**

- Paid Vacation
- Competitive Salary
- Store Discounts

**Contact information:**

Ph: +1 905-333-0445 Email: [jobatburloakesso@gmail.com](mailto:jobatburloakesso@gmail.com)

Business address: 732 Walkers Line, Burlington, ON L7N 2E9

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jobatburloakesso@gmail.com](mailto:jobatburloakesso@gmail.com)**

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