



JOB DESCRIPTION

JOB TITLE: FUEL COORDINATOR

REPORTS TO: MANAGEMENT/SUPERVISOR

CLASSIFICATION: NON-EXEMPT

PAY GRADE: STARTING WAGE \$16.77 /HOUR (GRADE 5)

POST DATE:

CLOSING DATE:

SUMMARY/OBJECTIVE: Performs a variety of administrative and professional functions in assisting with the management and operation of the Underground Storage Tanks (UST); applicable fuel dispensers, retail functions and equipment provided for the best customer service experience. Learn and implement operations standards for preparation of EPA inspections and Tribal inspections. Must be willing to remain creative and current with external customer service standards and ongoing audit of internal customer service standards. Overall management of fuel from delivery to customer fuel tanks. Encourages partnership with retail supervisory staff for giving or receiving knowledge to insure highest service delivery in any capacity.

ESSENTIAL FUNCTIONS: Specific duties include, but are not limited, to the following:

- Plan, develop, organize, implement, direct and evaluate procedures for tanker deliveries and preventative calendar for UST maintenance.
- Participate in the development and implementation of the LDF Country Market's customer service standards, retail inventory measures and standards for cleanliness and merchandising.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
- Develop credibility by creating and providing timely and accurate reports on inventory reconciliation, retail pricing and sales comparisons, cashier measurement of performance, inventory turnover and other reports developed for ongoing evaluations and scenarios.
- Determine current and complete document files for inspections, monthly reporting, spill response and protocols for follow up, calling trees for emergency, preventative calendar for facilities of gas delivery pad, fuel filling pad for customers and surrounding areas susceptible to leaking fuel.
- Establish credibility throughout the organization as an effective developer of solutions to business challenges.
- Perform on-call duties as needed.
- Report monthly financials for fuel and convenience.
- Strategize with others on inventory items selected or omitted, pricing promotions and other areas of showing value through promotions.
- Optimize the handling of cash on site, deposit and shift close procedures implemented consistently and areas identified for further cashier trainings as business dictates.
- Assist in all associate development for consistency in vision, service and overall engagement with internal and external customers.
- Act as an advisor from the fuel inventory management professional perspective. Know the industry, know the opportunities available for LDF Country Market and present accordingly.
- Design and report on labor cost tracking, efficiencies of operations, effective inventory control and minimum cash needed for inventory.
- Understand initiative to provide solutions is paramount for any situation at hand.
- Ensure that all fuel pumping equipment is operating properly and schedule preventative maintenance; and works closely with equipment vendors to ensure that fueling system problems are corrected in a timely manner.



- Perform other duties as assigned.

EXPECTATIONS/ABILITIES:

- Present a positive, professional appearance and demeanor while conducting LDF Country Market business, on premises and off.
- Must be able to operate calmly while in a fast-paced environment.
- Strong commitment to customer service.
- Strong written and oral communication skills.
- Effective time management and organizational skills.
- Exceptional leadership and interpersonal skills.
- Must be a detail-oriented problem solver.
- Possess strong computer skills and willing to learn back office technologies.
- Comply with and consistently execute the specific 'Fundamentals of Customer Service' when engaging with customers.

SUPERVISORY RESPONSIBILITY: This position is of a leadership role, not supervisory, and is considered point of contact for professional information sought or to have delivered down to entry level.

WORK ENVIRONMENT: This job operates in a busy retail environment. The responsibility of the position is performed within the confines of the business operation with exposure to differentials in temperature, manual labor in floor stocking or exterior maintenance that could consist of lawn or snow equipment, range of chemicals for sanitation or cleaning.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. There will be hours on end standing, walking or bending down and around. Must be able to lift and maneuver up to 50 pounds at least chest high. There could also be periods of being in the outdoors, fuel fumes and other materials could be utilized and/or breathed in.

POSITION TYPE/EXPECTED HOURS OF WORK: Days of work vary Sunday through Saturday, during hours of operation from 7:00am - 11:30pm. Must be able to work flexible hours including mornings, evenings, weekends and holidays.

TRAVEL: Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

REQUIRED EDUCATION AND EXPERIENCE: High school diploma or equivalent required.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

LDF Business Development Corporation
14284 HWY 70W
PO Box 155
Lac du Flambeau, WI 54538
Phone: 715.388.0502 Fax: 866.423.6104



COUNTRY MARKET

CORPORATION STANDARDS: The foundation of success is found in meeting the following LDF Business Development Corporation expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Business Development Corporation and its entities are committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass drug screening.

EEO STATEMENT: LDF BDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified Native Americans for employment opportunities.

Print: _____ **Signature:** _____ **Date:** _____

HOW TO APPLY: Please apply online at ldfbdc.com

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