

Terms of reference for Fuel Pump Operator, Petroleum Division

Position title: Fuel Pump Operator (FPO)

Grade: 19

Pay and allowance: Pay scale- 8,700-220-15,300 (Basic Pay Nu. 8,700.00) + 20% Corporate allowance on basic pay.

Other benefits: As per SRR 2018.

Types of employment: Regular

Reporting: In-charge

Qualification: Class VIII pass out (Should have basic math knowledge)

Duties and responsibilities and accountability:

- Greeting customer
- Sales closing after shift
- Collect money from customer after fuelling
- Provide customer with receipt
- Maintain Safe and Secure Working Environment
- Maintain Health and Hygiene habits
- Follow Service Quality Standards
- Activate fuel pumps and fuel vehicles with gasoline or diesel fuel to specified levels
- Follow and maintain safety procedures and instructions strictly
- Carrying out of decantation work.
- Proper recording of dip reading and stock
- Should be accountable for handling dispensing unit in shift and money.