



Job Title: Fuel Station Manager

Location: Kake Tribal Fuel Corporation, Kake, Alaska

Position Type: Full-Time - Salary - Exempt

Reports To: KTC President/ Director of Admin Services

Job Summary:

The Fuel Station Manager is responsible for overseeing the daily operations of Kake Tribal Fuel Corporation's fuel station, ensuring safe, efficient, profitable, and compliant operations. The position provides leadership to station employees, manages inventory and cash controls, maintains a clean and professional facility, and delivers excellent customer service to shareholders, descendants, community members, and visitors. The ideal candidate will be dependable, organized, safety-conscious, and able to effectively lead employees while maintaining a positive and professional work environment.

Essential Duties and Responsibilities

- Oversee daily fuel station operations and staffing.
- Supervise, train, schedule, and evaluate employees.
- Manage fuel, merchandise, and supply inventories.
- Oversee cash handling, reconciliations, and deposits.
- Ensure compliance with safety, environmental, and regulatory requirements.
- Maintain operational records, permits, and inspection documentation.
- Coordinate with vendors, suppliers, contractors, and management.
- Address customer concerns professionally.
- Assist with budgeting, forecasting, and operational planning.
- Perform additional duties as assigned in support of Kake Tribal Fuel Corporation and Kake Tribal Corporation operations.

Performance Expectations

- Maintain accurate inventory and financial records.
- Minimize shortages and cash discrepancies.
- Maintain a safe and compliant operation.
- Provide excellent customer service.
- Meet operational and financial goals established by management.

Minimum Qualifications

- High School Diploma or GED required. Associate or Bachelor degree preferred. (Equivalent relevant work experience may be considered in lieu of a college degree.)
- Three years of relevant retail, fuel station, or operations experience preferred.
- Supervisory experience preferred.
- Strong communication, leadership, organizational, and computer skills.
- Valid Alaska Driver License

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to lift and carry up to 50 pounds.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to respond to emergencies when necessary.

Work Schedule

This position may require flexible hours, including weekends, holidays, and emergency response situations.

Employment Conditions

- Must successfully pass a background check.
- Must be legally authorized to work in the United States.
- Must comply with all company policies and procedures.

Compensation:

DOE (Dependent on Experience)

Benefits

- Competitive salary based on qualifications and experience.
- Paid time off and holidays.
- Professional development opportunities.

Kake Tribal Fuel Corporation is an equal opportunity employer.
Shareholder and descendant preference may apply in accordance with applicable laws and corporate policies.