



Northern Peninsula Area Regional Council

Employment opportunity

SERVICE STATION ATTENDANT

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking an experienced Service Station Attendant to join the Community Service & Regulatory Department.

PRIMARY OBJECTIVE OF POSITION

Attendants assist customers and handle cash transactions for customers. They also assist the manager to keep the Service Station in good order, restock shelves and deal with supplier deliveries.

In this role you will have the opportunity to:

Duties and responsibilities include but are not limited to:

- Provide customer service, selling fuel and a limited range of commodities, mainly grocery lines and car products
- Checking stock use by dates and ensure stock rotation; restock shelves as required
- Provide customer service, selling fuel and a limited range of commodities, mainly grocery lines and car products
- Serving customers at tills, ensuring proper packing of goods, and accurate money handling
- Managing fresh food quality and display; ensuring fridges kept in working order
- Ensuring registers staffed to meet customer flows, and staff breaks covered
- Respond to customer enquiries, report unresolved issues and requests for unavailable stock to manager
- Greeting customers who enter the shop.
- Assisting shoppers to find the goods and products they are looking for.
- Being responsible for processing cash and card payments.
- Stocking shelves with merchandise.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.
- Dealing with customer refunds.
- Keeping the store tidy and clean, this includes hovering and mopping.
- Assist with customer complaints.

- Attaching price tags to merchandise on the shop floor.
- Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
- Keeping up to date with special promotions and putting up displays.
- Undertake manual handling tasks such as moving stock
- Check stock use by dates and ensure stock rotation; restock shelves as required
- Serve customers at registers, ensuring proper packing of goods, checking out of date products and accurate money handling
- Undertake manual handling tasks such as moving stock
- Perform other duties as required.

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

In return for your valued contribution, you will be rewarded with:

- Permanent Part Time
- \$51,125.00 per annum, plus superannuation pro rata
- 5 Weeks Annual Leave pro rata
- 12 Days sick leave per annum pro rata
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will be:

1. Fit and able to move stock in accordance with approved manual handling procedures
2. Retail experience
3. Proven reliable work history, a record of reliable effort with limited supervision
4. Must be able to read and understand instruction, write and count cash accurately
5. Cash handling and EFTPOS experience desirable
6. Understanding of the practical application of WH&S requirements
7. Commitment to present for work reliably and be flexible in approach to allocated duties
8. Customer service focus with an ability to communicate well with staff and clients.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hrdepartment@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

AUSTRALIAN FIRST NATIONS APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

Applications Close: Thursday 28th September 2023