



Northern Peninsula Area Regional Council

Advertisement

RETAIL ASSISTANT & CASUAL RETAIL POOL

- **Work Locations:** Injinoo Service Station (Servo) and other NPARC Retail Stores across the NPA
 - **Job Type:** Casual (Hours will change based on store needs and busy periods)
 - **Pay Rate:** Paid as per the NPARC Certified Agreement 2023 (including casual loading money)
 - **Applications Close:** Wednesday, 9 September 2026 at 11:59 PM
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About the Job Opportunity

Do you want to work in a friendly environment and help our local community? The Northern Peninsula Area Regional Council (NPARC) is looking for reliable, honest, and friendly people to join our retail team.

We are looking for Casual Retail Assistants to work directly at the Injinoo Servo. At the same time, we are building a Casual Retail Pool. If you are placed in the pool, you will be called in to work at different NPARC retail stores across the NPA when they need extra staff. We highly encourage local community members to apply.

What You Will Do Every Day (Your Duties)

Your main duties will be:

- **Customer Service:** Greet customers politely, help them find items, and answer their questions with a smile.
- **Cash Register & POS:** Operate the cash register accurately, handle money safely, and process card payments.
- **Stock & Presentation:** Fill shelves, fridges, and fuel station displays. Rotate stock so it stays fresh, and unpack delivery boxes.
- **Store Cleanliness:** Keep the shop neat and clean, clear away empty boxes, clean up spills quickly, and make sure aisles are safe for customers.
- **Workplace Safety:** Follow all safety rules and attend team meetings to keep yourself and your coworkers safe.

What You Need to Be Successful (Selection Criteria)

- **Good Communication:** The ability to speak politely with community members and work well inside a team.
- **Basic Math Skills:** The ability to count money accurately and give the correct change to customers.
- **Reliability:** You must be honest, trustworthy, and turn up to your work shifts on time.
- **Physical Fitness:** You must be fit and strong enough to lift stock boxes, pack shelves, and stand on your feet for long periods

Qualifications & Requirements

- **Application Form:** You **MUST** fill out the Employment Application Form attached to this advertisement.
- **Schooling:** Sound basic reading, writing, and cash handling skills.
- **First Aid:** A current First Aid and CPR Certificate is good to have (or you must be willing to do the training to get it).

How to Apply:

To apply for this job, you **MUST** complete the Employment Application Form attached.

Please send your completed paperwork via email to hradvisor@nparc.qld.gov.au

Your application email must include:

1. The completed and signed **Employment Application Form**.
2. Your current **Resume** (a list of your past jobs and schooling).
3. Clear **Photos or Scans** of any training certificates you have.

If you have questions, please call the HR team on **(07) 4048 6600** or email hrdepartment@nparc.qld.gov.au

Checks Before You Start

Before you can start working, you must pass a physical health check, a drug and alcohol test, and a police record check. Council will also call your past superiors for work references.

Dalassa Yorkston PSM
Chief Executive Officer