



## POSITION DESCRIPTION

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| <b>Title:</b>                     | Retail Assistant   |
| <b>Enterprise Agreement:</b>      | Community Sector Multiple Enterprise Agreement   |
| <b>Classification:</b>            | Retail Employees (Level M2)  |
| <b>Usual work location:</b>       | Jamison, Queanbeyan or Phillip, Fyshwick or New Shop   |
| <b>Cost Centre:</b>               | 936  |
| <b>Usual hours of work:</b>       | Part Time Various  |
| <b>Position Objective:</b>        | Participate in the day to day operation of a busy retail shop.   |
| <b>Position Responsibilities:</b> | Assist in a Retail Outlet<br>Active participation in all areas of retail sales (a “hands on” position)<br>Work within all Anglicare Retail Guidelines and Policies<br>Supervise Staff & Volunteers |

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| <b>Key Behaviours:</b>      | A commitment to the mission and strategic values of Anglicare NSW South, NSW West & ACT as outlined in the Strategic Plan<br>Initiative<br>Excellent customer service              |
| <b>Key skills:</b>          | Proven ability to work in a team of staff and volunteers<br>Displays and shop layout<br>Excellent verbal and written communication skills<br>Attention to detail in stock rotation |
| <b>Key knowledge areas:</b> | Understanding of the retail recycling market and general retail sales<br>Administration and procedures   |
| <b>Qualifications:</b>      | Certificate or Diploma in Retail (Desired but not essential)   |
| <b>Reports to:</b>          | Retail Supervisor and Coordinator  |
| <b>Direct reports:</b>      | N/A  |