

Job Specification

Position:	Volunteer Shop Assistant
Location:	MOSH House 86 George Street Thebarton
Times:	Nominated flexible times within 10am – 7pm seven days per week

Position Purpose:

MOSH is a self-funded organisation that offers a service to people whose lives have been touched by suicide. The Charity Shop provides vital funds for the running of support programs to the community and maintenance of the House.

The Volunteer Shop Assistant is an integral part of the team at MOSH house, which offers a variety of services to the community.

DUTIES MAY INCLUDE:

- Opening and closing of shop
- Greeting and serving of customers
- Keeping the shop clean and tidy
- Arranging and displaying of stock
- Rotating stock
- Reconciling takings and the end of shift
- Abide by MOSH Code of Conduct and OH&S procedures
- Other duties as required

ESSENTIAL SKILLS AND ABILITIES:

- Able to communicate with people from a wide variety of backgrounds
- Able to work out simple bank transactions
- Willing to take on basic training relevant to the role as needed
- Reliable and able to work as a team member
- Flexible and able to take direction
- Able to commit to a minimum of 3 hours per fortnight

DESIRABLE EXPERIENCE, SKILLS AND ABILITIES:

- Past experience working in a retail environment

- Creative flare for displaying stock

MOSH is a non-discriminatory organisation, however unfortunately limited space does not allow for free movement of wheelchairs around the shop.