



Australia

“Our VISION is to create an Australia where suicide prevention is embraced by everyone.”

“Our MISSION is to minimise the impact of suicide through awareness, information and support.”

Position Statement | Shop Assistant

MOSH is a self-funded organisation dedicated to reducing the impact of suicide by offering a variety of support services to the community. All positions are voluntary.

General Description

The position of Shop Assistant involves the daily running of Charity Op Shops at any of the locations below.

Locations

MOSH House
86 George Street, Thebarton SA
Tel: 8443 8369
E: office@moshaustralia.org.au

Charity Shop
594 Port Road
Allenby Gardens SA
Tel: 8346 3604
E: moshonport@gmail.com

Posh MOSH City Store,
Lower Level, Southern
Cross Arcade
62 King William Street
Adelaide 5000
Tel: 0438 890 766
E: poshmoshcity@gmail.com

Availability

Nominated times between 10:15am-4.30pm, 6 days a week
Able to commit to a minimum of one day per week

Duties of Position

The position of Shop Assistant is responsible for the following of duties:

1. Opening and closing of op shop
2. Greeting and serving of customers
3. Maintaining a clean and tidy shop
4. Arranging, displaying and rotating stock
5. Reconciling takings at end of shift
6. Attend MOSH meetings when requested
7. Maintain up to date knowledge of MOSH policies and guidelines
8. Maintain up to date knowledge of MOSH other programs
9. Encouraging participants to take part in other programs when appropriate

“Above the clouds, the sun always shines.”

MOSH Australia
ABN: 93 131 955 210
PO Box 404 Hindmarsh 5007
<http://www.moshaustralia.org.au>

This position is also expected to comply with the follow policy documents:

- MOSH Workplace Health and Safety Policy
- MOSH House Safety Rules
- MOSH House Code of Conduct & Confidentiality Policy
- Any other relevant organisational policy in effect

Essential Skills

1. Willing to undertake basic training relevant to the role
2. Able to be reliable and work as a team member
3. Able to be flexible and take direction
4. Ability to empathise and relate to others
5. Good interpersonal communication skills
6. Cash handling skills

Desirable Skills & Abilities

- Past experience in a retail environment
- Creative flair for displaying of stock

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