

Gryffynwood

Job Description **Sales Assistant, part time** **2 positions available**

This is a job for a person with Down syndrome, aged 18 years or over, working for Gryffynwood, a company that owns and operates a gift shop in Sydney's inner west.



This is a physically active job, inside a shop, with suitable rest periods during your shift.

The sales assistant will be working with the owner/operator of the shop and other staff.

This position is located in Marrickville, in Sydney's inner west, close to train and bus stations.



You must be able to work:

A minimum of 8 hours per week for 2 days per week from 9am—1pm or 1pm—5pm.

Work days are Monday, Tuesday, Thursday and Friday. Choice of times and days is flexible.

The position may build up to 15 hours per week for the right person. Supervision and training will be provided on the job.

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Things you will do in the job.



- Meet and greet customers
- Help customers by showing them items of interest in the shop
- Help customers by putting purchased items into paper bags
- Unpacking small stock items onto shelves
- Sweeping out the front and dusting inside
- Helping to choose stock from a catalogue for sale in the shop
- Other shop related duties as they arise



This position does not require reading, writing or numeracy skills. It would suit anyone with a cheerful nature who likes working with other people.

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You must be able to



Work with a support person

Travel to work, either independently, or with your support person if required.

Do your job under the guidance and training of the owners of the shop.



Speak up

Ask for help if you need it.

Tell people your ideas and make suggestions.

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How to apply for the job



Send your:

1. resumé
2. answers to the questions on page 5 and 6 by email to:

Rosana Tyler

rosana.tyler@bigpond.com



A resumé says what you have done and what you are good at.

This could include

- Other jobs you have done
- Volunteer work
- Your skills
- School and education
- Your interests and hobbies
- Your special achievements

Please answer these questions



What is your name:



Where do you live:



How can we contact you by phone:



What jobs have you had?



What education or training have you had?

What are you good at?



What are you interested in?



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Interview



If you get an interview we will ask you things like:

- Why do you want to work as a sales assistant?
- Are you interested in training to do other types of jobs with Gryffynwood?
- What things are you good at?

Questions

If you have any questions you can contact **Rosana Tyler** on



- 0414 859 630
- Rosana.tyler@bigpond.com



Visit our website to see who we are:
www.gryffynwood.com



Applications close on 29th August 2019