



## **Casual Salesperson**

**Employer:** The Bower Reuse and Repair Co-operative

**Work Type/s:** Casual with a minimum of 2 to 3 days a week including full weekends

**Accountability** Directly to The Co-operative Manager

**Award:** Retail award MA000004

**Sector:** Not-for-profit (NFP)

**Location:** Parramatta & Marrickville

The Bower is a not-for-profit environmental charity and cooperative that assists the community by diverting waste from landfill through workshops, a second hand shop and a reuse referral service.

### **Position Summary:**

We are looking for a casual shop sales person to join our team, working as part of a team in a vibrant, fast paced environment with many elements under the one roof. Tasks will involve but are not limited to face-to-face customer service, general sales, stock valuation and display, maintaining and implementing daily records and shop procedures.

### **Position Description:**

1. Set up the shop for the day's trading ensuring that all available products are on display, the shop is clean, tidy and clutter-free and that the till float is correct.
2. Constantly monitor presentation and quality of stock.
3. Operate the cash register and perform end-of-day procedures.
4. Promptly serve customers, identifying customer needs & providing customer service.
5. Respond to customer enquiries - in person or by phone.
6. Handle retail records (such as computer data entry of sales, 'holds', hiring of props, etc.).
7. Receive, check, load/unload, sort, display and price items.
8. General labour (involving regular heavy lifting, i.e. greater than 10 kg).
9. Accept membership applications, welcoming new members and ensuring that the applications are legibly and correctly completed and stored appropriately.
10. Ensure that the waste is disposed of in accordance with Bower policy and procedures.
11. Attend monthly staff meetings.
12. Ensure that WH+S regulations are always practised in the performance of the position's duties and actively participate in the maintenance and improvement of WH+S procedures including risk assessment processes.
13. Take responsibility for The Bower infrastructure and general running and maintenance of Bower equipment in accordance with procedures.
14. Take responsibility for the passing of information relating to your shift to the next sales person or to other pertinent staff.

**Necessary Skills (should be addressed as Employment Criteria in applications):**

- Excellent time management and self-motivation
- Ability to follow procedures and instructions
- Ability to work unsupervised (including punctuality & reliability)
- Ability to engage and communicate in a positive manner, with a diverse and sometimes challenging group of customers and suppliers
- Ability to assess potential value of second hand materials and products
- Experience in cash handling, ideally in a retail environment
- Experience in presentation and display of goods and stock management.
- An appreciation/awareness of the market for second-hand products
- Ability to provide supervision and instruction as required to volunteers & other staff
- Concern for resource conservation, recycling & reuse
- Physical stamina and fitness

**Additional Skills & Values (not 'Necessary' but considered favourably):**

- Desire to work with a team for the greater cause
- Current driver's license
- Knowledge of safe work practices (Occupational Health & Safety - OH&S)
- Knowledge of Sydney's inner city area

**What The Bower Provides:**

- Min of 2 to 3 days per week, including full weekends as required
- Pay rates according to Retail award MA000004 Level 3
- 20% staff discount on purchases of stock (excluding consignment)
- Access to Bower workshop & tools (pending completion of competency appraisal)
- Comprehensive Occupational Health & Safety (OH&S) policy to ensure safe working conditions
- Comprehensive Policy & Procedures database — guidelines for all activities undertaken by The Bower
- Thorough induction to The Bower & processes involved in working with us

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**How to apply:**

Please submit a written application addressing each of the selection criteria as separate discrete points. In your application, please include your contact details, a current resumé, and the names and phone numbers of two referees (who can be contacted in Australia).

Applications must be sent to [gm@bower.org.au](mailto:gm@bower.org.au) or post to:

Co-operative Manager  
The Bower Reuse & Repair Centre  
Hut 34, 142 Addison Road  
Marrickville NSW 2204

For more information contact:

Guido Verbist, General Manager  
email [gm@bower.org.au](mailto:gm@bower.org.au)  
phone 02 95686280 / 0459 999 110