



Cornerstone



#CES-2402232



Retreat House, The Lungy, Sligo, Co. Sligo,

F91 RV0D



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/07/2025



22/08/2025

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Thrift Shop Retail Assistant

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties and responsibilities:

To work as part of a team to prepare donations such as clothes, bric-a-brac, books etc. for sale in Cornerstone Thrift Shops.

This includes: sorting donations, pricing of goods, ironing clothes, Stock-taking and stock rotation as required.

To provide assistance in the Sorting Centre at Cornerstone when required.

General daily cleaning to ensure shop, displays and store is clean and tidy at all times.

Responsibility when required for locking up shop at end of day and opening shop on occasion.

Follow end of day cashing up procedures.

On occasions;

Operating the till and accurately handling cash.

Assist in the shop serving customers ensuring high standards of customer service at all times.

Provide assistance and information to customers as required.

General Responsibilities:

To be familiar with, adhere to and work within Cornerstone Policies and Procedures.

Ensure files are maintained in accordance with Cornerstone Policies and Procedures to ensure good record keeping practices are in place.

Responsible for carrying out duties in a professional manner.

To work as a member of a team to achieve Service objectives.

Ensure confidentiality is maintained at all times.

To ensure work is accurate and that attention to detail is maintained.

To be flexible and prioritise workload accordingly.

To allocate and manage time efficiently.

To adhere to all Health & Safety Regulations as per the organisations Health & Safety Statement and the Safety, Health & Welfare at Work Act, 2005.

To attend and participate in Supervision, Departmental Meetings, Staff Meetings etc as required

To attend and participate in agreed programmes of training.

To be flexible in relation to hours of attendance to meet the needs of the project.

To have a flexible approach to work in response to organisational change, development and review of best practice.

To carry out any other duties allocated by your line manager.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles