



Galway Simon Community



#CES-2447373



GALWAY SIMON COMMUNITY, 11-13 Mulvoy Park, Galway, Co. Galway, H91 EAY0



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/05/2026



18/06/2026

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](#)



Open your camera app & point here to view this ad online



Shop Assistant/Van Assistant - Furniture Shop

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.

Responsibilities will include:

- Open and close the shop in line with guidelines, Monday to Saturday, in cooperation with other staff.
- Ensure the shop is clean, tidy, and safe before opening and throughout the day.
- Provide excellent customer service, treating all customers with respect and discretion.
- Receive, sort, and process donated items in line with shop guidelines.
- Clean, prepare, price, tag, and label donated items for sale; maintain attractive merchandising and stock rotation.
- Organise, in liaison with the Shop Manager and team, the collection, delivery, and storage of furniture and other donated goods.
- Maintain adequate stock of clean, good-quality items, correctly priced and presented.
- Operate the till, process cash/card payments, and follow cash-handling procedures, including balancing and recording takings at close of business.
- Assist with van deliveries and pickups.
- Respond promptly to customer enquiries and answer phone calls.
- Attend meetings as required.
- Follow all shop policies, procedures, and safeguarding requirements.
- Perform any additional shop-related duties as assigned by Management.

Working Hours

This role is 19.5 hours per week. The shop is staffed from 9.00 in the morning to 5.30 p.m., Monday

to Saturday inclusive. Staff may, exceptionally, be asked to work outside these hours when the need arises, in which case equivalent time off in lieu will be allowed.

Remuneration, holidays and other entitlements are as laid down by DSP.

Galway Simon Community is an equal opportunities employer.

- **Sector:** other service activities