



Letterkenny Community Development Project

CLG



#CES-2467193



LETTERKENNY COMM DEV PROJECT, Unit

24, The Courtyard Sc, Co. Donegal, F92 N5VF



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/09/2026



14/10/2026

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 (Letterkenny CDP Charity 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.

Good communication in spoken & written English is essential for this role.

Based at the Letterkenny CDP Charity Shop in The Courtyard Shopping Centre.

Job Description:

- Welcome shoppers to charity shop
- Sales
- Sort donation items for sale
- Sort Shop items for recycling
- Assist with financial management of day to day Shop accounts
- Keep record of all sales
- Keep shop clean and tidy and ensure layout is user friendly
- Cash up at end of each day and lock up takings.
- Carry out any other duties appropriate to the post.
- Carry out duties empathically using good communication skills
- Attend relevant meetings as directed by CE Supervisor
- Comply with all policies and procedures within Letterkenny CDP Clg.
- Attend all training courses agreed by the CE Supervisor
- Any other duties appropriate to the post deemed necessary by the CE Supervisor

Training:

- Customer Care
- Health & Safety Training

- Sales/Bookkeeping Manual Handling training
- Record Keeping
- Job Seeking Skills

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