



Galway Simon Community



#CES-2469589



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



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/09/2026



22/10/2026

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](#)



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online



Shop Assistant - Sea Road

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.

Galway Simon Community Job Description

Shop Assistant – Sea Road

Responsibilities will include:

- Timely opening of the shop, Monday to Saturday inclusive, in co-operation with other staff.
- Ensuring that the shop is clean and tidy before opening for business.
- Ensuring that customers are always treated with regard, respect and discretion.
- Answering the telephone and handling customer enquiries.
- Organising (in liaison with the Shop Manager and members of staff, volunteers) the sorting and disposal of goods
- Attending training and meetings as required.
- Ensuring that the shop is adequately stocked with clean, good quality items, correctly priced and labelled and presented attractively.
- Ensuring that the till is never left unattended, reconciling the cash at the close of business and

updating the shop income book.

- Closing and locking the shop in the evening.
- Adhering to Health and Safety regulations.
- Sharing the cleaning rota with other members of the shop team.
- Any additional shop-related duties which may be from time to time determined by Management.

Working Hours

This role is 19.5 hours per week. The shop is staffed from 9.15am to 5.15 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 granted.

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

Galway Simon Community is an equal opportunities employer.

- **Sector:** other service activities