

SUMMARY OF POSITION AND ENTITLEMENTS:

Position:	<i>Casual Store Assistant Cashier</i>	
Location:	<i>Iminitji Community Store</i>	
Reporting to:	<i>Store Manager / CEO</i>	
Your relevant employment conditions:	<i>General Retail Award 2010 Level 1 National Employment Standards and other Federal or applicable state employment legislation.</i>	
Start Date:	<i>xx/xx/2019</i>	
End Date:	<i>Not applicable</i>	
Hours of Work:	<i>Hours as required as per the roster. The roster will be provided to you in advance. You may be rostered for work within the range of hours of 7am to 5pm on the following days. After working 5 hours, you are entitled to 1 hour's unpaid lunch break. Days of Work: Monday to Sunday (as per the Roster).</i>	
Wages:	<i>\$ 26.00 per hour (including Casual Loading) After 1 July 2019 the rate will be increased if required as per any award changes.</i>	
Superannuation:	<i>9.5% Superannuation (as per the Superannuation Guarantee Act) will be paid into a compliant fund on your behalf</i>	
Probation:	<i>Not Applicable</i>	
Notice of Termination:	Length of continuous service with employer	Period of notice
	Not more than 1 year	2 weeks
	More than 1 year but less than 3 years	Not Applicable
	More than 3 years but less than 5 years	Not Applicable
	More than 5 years	Not Applicable
Leave Entitlements:	<i>2 days unpaid Sick / Carer's Leave</i>	
Please Note:	<i>2 days unpaid Bereavement Leave (per occasion) for family or household members</i>	
See the Store Manager or the CEO for any queries.	<i>Community Services Leave, including Defence Reservist Leave, Emergency Services Leave and Jury Service where applicable. For further details please see the CEO.</i>	
Penalties / Overtime:	<i>All hours worked Monday – Friday are paid at your normal rate. Saturday rate is: \$29.11 Rates may change after 01.07.19 Sunday rate is: \$38.46. Rates may change after 01.07.19 If extra hours are required we will speak with you to request you to work it.</i>	
Other Benefits / Allowances:	<i>Not Applicable</i>	

Dress Requirements:

Uniform and appropriate work pants or shorts, along with enclosed shoes.

As part of your employment, you will be required to:

- a. provide accurate and complete information as requested prior to employment; failure to do so may result in disciplinary action, including termination of employment;
- b. perform all duties, as per your Position Description and the role requirements (refer to the end of this letter) honestly, ethically and to the best of your ability at all times;
- c. use your best efforts to promote and protect the interests and property of our business and the Community; and
- d. work in a safe manner which does not endanger yourself, others or the property of the employer
- e. follow all reasonable and lawful instructions given to you by your supervisor/manager or other authorized party (eg bookkeeper), including following our Code of Conduct, Confidentiality requirements and policies and procedures which may change from time to time. These policies and procedures are not incorporated into your employment agreement.
- f. If you are required to use the store computers and the internet for work purposes, you agree to look after the equipment and use it as per Store policy and within legal guidelines. You agree to:
 - i. *Not access inappropriate sites, display or distribute offensive material or emails*
 - ii. *Not download or install any software on the IT systems or computers.*
 - iii. *Not excessively use the IT facilities for private purposes.*
 - iv. *Not express any opinion or publish any information which will or may cause damage to reputation, defamation, offence, embarrassment or any loss to employees, the organisation, clients or suppliers or any Member.*
 - v. *Report any actual or suspected misuse to the CEO immediately.*

As part of your employment, we will:

- a. ensure you receive all legislated entitlements;
- b. ensure a safe, healthy and discrimination and harassment free workplace
- c. openly communicate with you should any changes occur in the business which affects your employment.
- d. Comply with any other requirement as per the National Employment Standards, *Fair Work Act 2009* and other relevant current employment legislation.

POSITION DESCRIPTION

Title:	Store Cashier
Name:	
Department	Imintiji Community Store
Reports To:	Store Manager
Supervises:	Nil

Position Summary:	<ul style="list-style-type: none"> • Provide cashiering duties and excellent customer service to all Store customers. • Assists with stocking and cleaning of the store when required.
Duties and Responsibilities	<p>Service Delivery</p> <ul style="list-style-type: none"> • Prepare register and count float prior to shift starting and at end of day. • Serve customers, receive payment and assist in packing goods. • Be polite and pleasant to all customers and make them feel welcome • Assist in training new staff in Register procedures. • Stock and restock shelves. • Rotate stock and tidy stock on shelves as necessary or directed. • Perform any regular and spot cleaning duties to ensure a clean, hygienic and safe environment for customers and staff at all times. • Assist in the Takeaway from time to time. • Assist with End of Day balancing and prepare float for following day. <p>Teamwork and Relationships</p> <ul style="list-style-type: none"> • Work effectively in your role to maintain supportive, cooperative and positive relationships both within the Imintiji team and with Management staff. • Provide excellent customer service in your role. <p>Communication</p> <ul style="list-style-type: none"> • Maintain effective and respectful verbal and written communication with customers and staff at all times. <p>Other</p> <ul style="list-style-type: none"> • Perform other duties as required and directed by management.
Level of Authority:	<ul style="list-style-type: none"> • Follow Store procedures • Refer all issues to the Store Manager or Supervisor on duty.
Required Skills and Attributes (Selection Criteria):	<p>Experience</p> <ul style="list-style-type: none"> ✓ No experience required <p>Knowledge and Skills</p> <ul style="list-style-type: none"> ✓ Demonstrated ability to effectively communicate with indigenous people. ✓ Developed interpersonal and customer service skills with an ability to liaise effectively with all people. ✓ Ability to work effectively as part of a team and complete tasks on time. ✓ Ability to follow procedures to high quality standards including Food Hygiene procedures. ✓ Willingness to perform a range of duties with minimal supervision. ✓ Basic understanding of EEO and Occupational, Safety and Health requirements and practices. <p>Qualifications and Licences</p> <ul style="list-style-type: none"> ✓ Possession of a National Police Clearance.

Desirable Skills:

- ✓ Previous retail experience, including cash handling skills.
- ✓ Basic understanding of Food Preparation and serving
- ✓ Previous experience with a range of different retail sales and point of sale software.
- ✓ Current C class Drivers Licence;