

**VACANCY – RETAIL CASUALS X 8**

We require the services of Retail Casuals to assist on a casual basis at our Distribution Centre and Charity Shops in Wynberg, Tokai and Salt River. The successful candidates will be responsible for assisting with the efficient and effective running of the St Luke's Combined Hospices Charity Shops on a casual basis.

**ENTRY LEVEL QUALIFICATION, KNOWLEDGE AND EXPERIENCE**

- ✓ Must have a matric certificate.
- ✓ 1-year relevant experience.
- ✓ Must be able to sort and categorise items.
- ✓ Previous retail experience (added advantage).
- ✓ Knowledge of charity sector (added advantage).

**KEY PERFORMANCE AREAS**

- Ensure that all merchandise for sale is properly priced, labelled and displayed. Merchandise is properly checked and in working condition, priced, labelled and displayed.
- Sorting of merchandise
- Daily General housekeeping, sweeping and cleaning of all areas, Including Kitchen & bathrooms.
- Kept workplace neat and tidy throughout the day.
- Keep areas sanitised throughout the day.
- Keeping the designated workstations clean
- Ensure no stocks is hidden for payment later.
- Security checks are conducted for everyone at the end of business.
- Available to provide extra cover in other areas of retail as and when requested.
- Ensure that no stock is blocking the fire extinguishers.
- Contributes to team effort by accomplishing related results as needed.

**ESSENTIAL SKILLS AND ATTRIBUTES**

- Strong organisational skills.
- Ability to sort and categorise items.
- Strong interpersonal skills.
- Good people skills.
- Flexible and transferrable.
- Administration skills

**SCREENING PROCEDURE**

All applicants are expected to provide or avail themselves for:

- ✓ A letter of motivation for the application and a fully completed Internal application form (available from the HR office)
- ✓ A detailed Curriculum Vitae (with duties, dates of employment and reasons for leaving)

**Closing date: Ongoing.** All applications received within the time frames will be considered. Applicants, who do not receive a response on their application within 5 working days of the closing date of the advertisement, are to accede that the application was not successful. Please forward your application to [recruitment@stlukes.co.za](mailto:recruitment@stlukes.co.za), citing the reference number top left.

**Note**

St Luke's Combined Hospices reserves the right not to make an appointment to this position.  
St Luke's Combined Hospices is guided by the principles of Employment Equity

**On behalf of Management, we wish you well in your application and future endeavours!**