

Position Title	Sales Assistant	ANZSCO Code	6211
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Business Name	ABC Shop	Business ID	112235	Contact ID	2256
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What is the hourly rate and or annual salary?	\$26 per hour (full-time/Part-time)
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Employment Type (s)	Full-time	Part-time	Casual	Comment if required
	☒	☒	☒	Various employment contracts available
Usual hours worked per day	4 to 8			Minium 4 hours for casuals and part-time. 8 hours for full-time.
Usual hours worked per week e.g. 38	8 to 38			Minimum 8 hours for casuals and part-time. 38 hours for full-time.

List of main duties	• Customer service • Cash and EFT handling • Putting out and tidying stock • Assisting with inventory controls • General cleaning of store • Using equipment such as pallet jacks, garbage compactor
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List of main job requirements e.g. how much experience, qualifications, tickets licences etc	• Responsible Service of Alcohol (RSA) • Good communication skills • Good reading and numeracy skills • Good customer service skills • Well presented
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	Never	Rarely	Occasio nally	Sometim es	Often	Very Often	Always
In the usual duties is there a requirement for lifting?	☐	☐	☐	☐	☐	☒	☐
If some lifting is required what is the heaviest weight in kilograms?	15kg						
In the usual duties is there a requirement for push/pulling?	☐	☐	☐	☒	☐	☐	☐
If some push/pulling is required what is the heaviest weight in kilograms?	100kg						

As part of the usual duties is there a requirement for any of the following?							
	Never	Rarely	Occasio nally	Sometim es	Often	Very Often	Always
Bending/twisting	☐	☐	☐	☐	☒	☐	☐
Kneeling/Squatting	☐	☐	☐	☒	☐	☐	☐
Climbing e.g. stairs/ladders	☐	☒	☐	☐	☐	☐	☐
Standing for long periods	☐	☐	☐	☐	☐	☐	☒
Sitting for long periods	☒	☐	☐	☐	☐	☐	☐
Is there the opportunity to alternate between sitting and standing as required?	Yes	No	Comment if required				
	☐	☒					
	Never	Rarely	Occasio nally	Sometim es	Often	Very Often	Always

Does the role require driving/operating any vehicles/machinery?	☒	☐	☒	☐	☐	☐	☐
If there is a requirement to drive/operate a vehicle/machinery approximately how many hours per day?	Operate garbage compactor and electric pallet jack as required						
Is the role considered mentally demanding?	Never	Rarely	Occasionally	Sometimes	Often	Very Often	Always
	☐	☐	☒	☐	☐	☐	☐
List any mental demands e.g. dealing with challenging customers. fast-paced, multitasking, complicated processes etc	- Occasionally deal with difficult customers - Fast paced environment - High degree of accuracy required for cash handling and inventory controls.						

The below responses are to be completed by the rehabilitation provider

Does the role align with current capacity?	Yes	No	Comment if required
	☒	☐	
Suitable client for the role?	Yes	No	Comment if required
	☒	☐	Subject to obtaining RSA
Retraining requirement	Obtain RSA		
General comment if required			