



## **Seasonal Retail Team Member**

### **Job Description:**

- Report to work as scheduled and demonstrate excellent customer service
- Exhibit outstanding personal hygiene
- Greets customers upon arrival and assists when needed
- Demonstrates appropriate procedures on POS including, but not limited to processing gift cards, entering/changing inventory and pricing, and store returns/credits
- Answers phones in a friendly manner and directs callers to appropriate department
- Work in a team setting and follow given procedures
- Stock, organize, and maintain attractive product displays
- Keeps produce displays full and clean
- Assists in preparation and distribution of produce for CSA pickup and delivery
- Responsible for keeping the warehouse clean and clutter free, including the walk-in cooler
- May be asked to assist with outdoor events, greenhouse responsibilities, bakery duties, outdoor displays, opening and closing procedures, general housekeeping, and more.
- Anything else deemed necessary by management to operate a successful farm market

### **Minimum Requirements:**

- 16 years of age with valid work permit and dependable transportation
- Excellent customer service and communication skills
- Fluent in the English language (reading, writing, and speaking)
- Comfortable using computers and point of sale systems
- Self-motivated and able to work independently or in a team setting
- Positive attitude, reliability, and a team-first mindset
- High Energy Level
- Able to multi-task
- Previous customer service experience a plus

### **Physical Requirements:**

- Bending, standing, lifting for extended periods of time
- Ability to lift 40lbs
- Use ladders and step stools
- Able to work in varying work environments/temperature

### **Work Schedule:**

- Seasonal position
- Availability required between 8am-6pm, weekdays and weekends
- Shifts range from 6-8 hours
- Schedule will be dictated by expected customer traffic – subject to change without notice (based on weather and season)
- Time off requests to be submitted in writing with 3 weeks' notice
- No time off will be granted during the following black-out dates (No exceptions, specific dates will be provided at time of interview):
  - Easter Saturday
  - 1<sup>st</sup>, 2<sup>nd</sup>, and /or 3<sup>rd</sup> Saturday in October
  - Saturday after Thanksgiving
  - 1<sup>st</sup> Saturday in December

### **Dress Code:**

- Non-slip shoes required
- Provided uniform shirt