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| Job Title: | Retail Sales Associate | | |
| Location: | Orr's Farm Market | Travel Required: | No |
| Level/Salary Range: | \$8.75/Hr. Starting Pay | Position Type: | Seasonal/Part Time |
| HR Contact: | Katy Orr-Dove | Date posted: | 2016 Season |
| Will Train Applicant(s): | Yes | Posting Expires: | December 31, 2016 |
| Applications Accepted By: | | | |
| Fax or E-mail: (304) 263-1153 or info@orrsfarmmarket.com Subject Line: Market Application 2016 Attention: HR Department | | Mail: Katy Orr-Dove Orr's Farm Market P.O. Box 906 Martinsburg, WV 25402 | |
| Job Description | | | |
| Role and Responsibilities | | | |
| Customer Service: | | | |
| <ul style="list-style-type: none"> ● Greets/Acknowledges Customers in a Friendly Manner ● Makes Customers Feel Important Over Other Tasks ● Balances Work that Needs Done With Customer Interactions ● Willing to Go the Extra Mile for Customers ● Learn About Orr's Farming Practices and Share With Customers ● Fill Customer Orders in a Timely Manner & Help them Load in Vehicle ● Be Knowledgeable About Products & Help Customer Find Items ● Be Aware of Events at Our Farm ● Quote Customers Correct Prices & Charge Them Correctly On Cash Register ● Take Accurate & Professional Phone Messages | | | |
| Produce Responsibilities: | | | |
| <ul style="list-style-type: none"> ● Be Knowledgeable About Produce Varieties & Uses ● Sort/Wash Produce Correctly ● Sort/Wash Produce at an Adequate Speed ● Learn and Follow Food Safety Regulations ● Stay Current on Pick-Your-Own Status and Communicate Correctly to Customers ● Check In and Put Away Produce and Other Orders ● Create Attractive Displays With Correct Signage ● Check in Orders of Produce and Products (Pricing, Display, Organize Back Stock) ● Clean Displays | | | |
| Other Tasks: | | | |
| <ul style="list-style-type: none"> ● Be Able to Lift up to 50 lbs. Repetitively ● Work in an Active, Outdoor Environment for at least 5.5 hours or more ● Be Flexible and Willing to Learn New Skills ● Help with Events and Festivals ● MOTIVATION and HUSTLE are musts!!! | | | |

Orr's Farm Market

Other Requirements

You must be at least 16 years of age. This is seasonal work. You must be able to work May-November 1st (at least on weekends for students). Must be able to lift 50 lbs. repetitively. Friendly nature that can work in a group setting or independently. Basic math skills required for cash register activities. Be able to memorize pricing and produce information. Will train eager and agreeable applicants. Weekends are required.

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| Reviewed By: | | Date: | |
| Last Updated By: | | Date/Time: | |