

# Orr's Farm Market

<b>Job Title:</b>	Retail Sales Associate		
<b>Location:</b>	Orr's Farm Market	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$8.75/Hr. Starting Pay	<b>Position Type:</b>	Seasonal/Part Time
<b>HR Contact:</b>	Katy Orr-Dove	<b>Date posted:</b>	2017 Season
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	December 31, 2017
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (304) 263-1153 or <a href="mailto:info@orrsfarmmarket.com">info@orrsfarmmarket.com</a> Subject Line: Market Application 2017 <b>Attention:</b> HR Department		<b>Mail:</b> Katy Orr-Dove Orr's Farm Market P.O. Box 906 Martinsburg, WV 25402	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>Customer Service:</p> <ul style="list-style-type: none"> <li>• Greets/Acknowledges Customers in a Friendly Manner</li> <li>• Makes Customers Feel Important Over Other Tasks</li> <li>• Balances Work that Needs Done With Customer Interactions</li> <li>• Willing to Go the Extra Mile for Customers</li> <li>• Learn About Orr's Farming Practices and Share With Customers</li> <li>• Fill Customer Orders in a Timely Manner &amp; Help them Load in Vehicle</li> <li>• Be Knowledgeable About Products &amp; Help Customer Find Items</li> <li>• Be Aware of Events at Our Farm</li> <li>• Quote Customers Correct Prices &amp; Charge Them Correctly On Cash Register</li> <li>• Take Accurate &amp; Professional Phone Messages</li> </ul> <p>Produce Responsibilities:</p> <ul style="list-style-type: none"> <li>• Be Knowledgeable About Produce Varieties &amp; Uses</li> <li>• Sort/Wash Produce Correctly</li> <li>• Sort/Wash Produce at an Adequate Speed</li> <li>• Learn and Follow Food Safety Regulations</li> <li>• Stay Current on Pick-Your-Own Status and Communicate Correctly to Customers</li> <li>• Check In and Put Away Produce and Other Orders</li> <li>• Create Attractive Displays With Correct Signage</li> <li>• Check in Orders of Produce and Products (Pricing, Display, Organize Back Stock)</li> <li>• Clean Displays</li> </ul> <p>Other Tasks:</p> <ul style="list-style-type: none"> <li>• Be Able to Lift up to 50 lbs. Repetitively</li> <li>• Work in an Active, Outdoor Environment for at least 5.5 hours or more</li> <li>• Be Flexible and Willing to Learn New Skills</li> <li>• Help with Events and Festivals</li> <li>• MOTIVATION and HUSTLE are musts!!!</li> </ul> <p><b>Other Requirements</b></p> <p><b>You must be at least 16 years of age. This is seasonal work. You must be able to work May-November 1<sup>st</sup> (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.</b></p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	