

Orr's Farm Market

Job Title:	Retail Sales Associate		
Location:	Orr's Farm Market	Travel Required:	No
Level/Salary Range:	\$9.50/Hr. Starting Pay	Position Type:	Seasonal/Part Time
HR Contact:	Katy Orr-Dove	Date posted:	2021 Season
Will Train Applicant(s):	Yes	Posting Expires:	December 31, 2021
Applications Accepted By:			
Fax or E-mail: (304) 263-1153 or orrsinfo@gmail.com Subject Line: Market Application 2021 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!!! 			

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Other Requirements

You must be at least 16 years of age by Sept. 1 of current year. 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.

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