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| Job Title: | | Retail Sales Associate | |
| Location: | | Orr’s Farm Market | | Travel Required: | No |
| Level/Salary Range: | | $10.50/Hr. Starting Pay | | Position Type: | Seasonal/Part Time |
| HR Contact: | | Katy Orr-Dove | | Date posted: | 2023 Season |
| Will Train Applicant(s): | | Yes | | Posting Expires: | December 31, 2023 |
| Applications Accepted By: | | | | | |
| Fax or E-mail:  (304) 263-1153 or orrsinfo@gmail.com  Subject Line: Market Application 2023  **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:   * 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:   * 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:   * 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!!!   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: |  |