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| Job Title: | Retail Sales Associate-Martinsburg |
| Location: | Orr’s Farm Market  | Travel Required: | No |
| Level/Salary Range: | $11.00/Hr. Starting Pay | Position Type: | Seasonal/Part Time |
| HR Contact: | Katy Orr-Dove | Date posted: | 2025 Season |
| Will Train Applicant(s): | Yes | Posting Expires: | December 31, 2025 |
| Applications Accepted By: |
| Fax or E-mail:(304) 263-1153 or orrsinfo@gmail.comSubject Line: Market Application 2025-Martinsburg**Attention:** HR Department  | Mail:Katy Orr-DoveOrr’s Farm MarketP.O. Box 906Martinsburg, WV 25402 |
| Job Description |
| Role and ResponsibilitiesCustomer 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: |  |