



## **JOB TITLE: PART-TIME RETAIL SALES ASSOCIATE**

### **SUMMARY:**

Glen Innish Farm is Kewaunee County's first lavender farm. Glen Innish Farm has a small lavender field that will be opening to the public in the summer of 2024, along with a retail Farm Store that sales not only the lavender from the farm, but other farm products – including the beef and lamb that is raised on the farm.

The Retail Sales Associate will be an ambassador for our products and farm. The position will be responsible for making sure that everyone that visits the farm receives a warm welcome and a pleasant experience.

### **QUALIFICATIONS:**

1. A friendly and energetic personality, with the ability to talk with visitors on the Farm
2. Good communication skills, both verbally and written
3. Proficiency in English and Basic Math Skills
4. Stand and walk for up to 6 hours
5. Accurately follow directions
6. Availability to work flexible shifts
7. Must have a valid Wisconsin driver's license
8. Previous retail experience preferred but not necessary – see training

### **DUTIES:**

1. Welcome visitors to the Farm Store in a warm and inviting way
2. Build productive trust relationships with visitors to the Farm
3. Ensure high levels of customer satisfaction through excellent sales service
4. Assess customers' needs and provide assistance and information on the product features
5. Maintain in-stock and presentable condition of the Farm Store
6. Staying knowledgeable about our Products and Services
7. Explaining to visitors the best products and/or services for their needs
8. Recommending related products to increase customers' options and enrich the whole Farm Visit Experience
9. Accepting and processing orders, operate the POS register and resolve returns issues
10. Promoting special sales, offers and awareness of the Farm Store Loyalty Program
11. Other Duties may be assigned to position as necessary, but will always be discussed prior

## **WORK RELATIONSHIP:**

The Retail Sales Associate is supervised by the owner of Glen Innish Farm. This position works closely and maintains open communication with all employees on the farm.

## **HOURS AND COMPENSATION:**

The Retail Sales Associate will be part time with 15-20 hours per week on average. This position's normal work schedule will be Wednesday through Friday 10:30 am to 3:30 pm and Saturday 11 am to 4 pm

The hourly rate will range between \$12.00 and \$18.00.

## **BENEFITS:**

Part Time Employees are not eligible for benefits.

## **NON-COMPETE AND CONFIDENTIALITY:**

Employees of Glen Innish Farm may have access to records and other information about customers, other employees, and products, including but not limited to proprietary information, trade secrets, sales and financial information, to when which Glen Innish Farm holds the rights. All employees of Glen Innish Farm must agree to keep all such information strictly confidential and to refrain from discussing this information with anyone else without proper authority.

All employees of Glen Innish Farm will agree not to disclose Glen Innish Farm's customer lists, trade secrets, or confidential material during their time of employment and for up to 1 year after employment.

## **To Apply:**

Please email resume and references to [info@gleninnish.com](mailto:info@gleninnish.com).