

Supervisor Sales Associate (Full-Time/Part-Time)

Location: Glen Innish Farm, Kewaunee County, WI

Position Type: Full-Time or Part-Time

Starting Wage: \$17.50 per hour

About Glen Innish Farm

Glen Innish Farm is Kewaunee County's first lavender farm, owned and operated by Simon and Amber Hewett. We specialize in growing culinary and oil lavender, raising beef and sheep, and crafting high-quality lavender-based products. Our farm store offers a range of handmade goods, fresh lavender, and farm-related items, providing a welcoming experience for visitors and customers.

Our Vision

At Glen Innish Farm, we aspire to create a harmonious and vibrant family farm that brings together our passions for agriculture, sustainability, and well-being. Our vision is to be a source of high-quality, locally grown products while offering a space where individuals and families can reconnect with the natural rhythms of the land.

Job Overview

Glen Innish Farm is seeking a reliable, customer-focused Supervisor Sales Associate to lead day-to-day retail operations, support marketing and accounting tasks, assist in product preparation, and contribute to our e-commerce efforts. This dynamic role combines front-line customer service with behind-the-scenes operations, ideal for someone who thrives in a creative, hands-on farm retail environment. A bartender license is a plus but not required — training can be provided for those interested in helping with beverage service at special events.

Key Responsibilities:

Sales & Customer Service

- Oversee daily retail operations and deliver outstanding customer service.
- Provide knowledgeable support to guests about farm-made and lavender-based products.
- Train, supervise, and support sales associates and seasonal staff.

Store Operations & Supervision

- Open and close the store, manage register operations, and complete daily cash reconciliation.
- Maintain a clean, organized, and welcoming shopping environment.
- Monitor inventory and coordinate with production for restocking and product needs.

Accounting & Administrative Support

- Assist with daily sales tracking, invoicing, and supply expense logging.
- Support end-of-day and monthly reporting.
- Participate in inventory counts and recordkeeping.

Marketing & Promotions

- Support creation of in-store and digital marketing content.
- Assist with social media posts, email newsletters, and signage for new product launches and events.
- Track customer preferences and sales trends to suggest product displays and promotions.

Product Making & Preparation

- Help make, label, and package farm products such as teas, bath and body products, candles, and dried lavender.
- Support seasonal harvesting and processing of lavender and herbs.
- Maintain clean and organized production areas.

E-Commerce & Online Orders

- Update online store listings, manage inventory, and process online orders.
- Package and ship online sales promptly and professionally.
- Respond to online customer inquiries and monitor delivery tracking.

Event & Beverage Support

- Assist with preparation and customer engagement during farm events.
- Bartender license is a bonus, not required. Support can be provided to obtain one.
- Serve beverages (alcoholic and non-alcoholic) and provide event hospitality.

Qualifications & Skills

- Be willing to learn the Farm's values, history, products and practices and be prepared to answer questions with guests to the farm
- Retail experience required; supervisory or lead experience strongly preferred.
- Strong organizational, multitasking, and communication skills.
- Comfort with POS systems, spreadsheets, and e-commerce platforms (Square or similar).
- Willingness to work weekends and evenings during events.
- Interest in lavender, sustainable agriculture, handmade goods, and wellness products a plus.
- Bartender license is a bonus, not required.

Schedule & Compensation

- Starting Wage: \$17.50 per hour
- Performance Reviews: Regular evaluations with potential for wage increases
- Employee Discount: 3% off all items in the farm store
- Schedule: 30 – 40 hours per week, Flexible hours during Store Open Hours Monday – Friday 11 – 5 and Saturday 9-5, with required availability for some evenings and weekends
- Additional Benefits:
 - Creative and collaborative work environment
 - Free or discounted admission to farm workshops and events
 - Occasional farm-fresh lunches and product samples
 - Seasonal wellness perks such as lavender bundles, teas, and skincare products
 - Access to the farm's peaceful trails and nature spaces before/after shifts

How to Apply

If you're passionate about local farms, lavender, and providing great customer service, we'd love to hear from you! To apply, please send your resume and a brief cover letter to [Your Contact Email] or visit us at Glen Innish Farm.