

Position/Title: Retail StoreClerk

Location: Oconto Falls, WI (will split time between Spruce and Stiles stores)

Type: Part Time

Reports to: Retail Store Manager

Summary:

The Retail Store Clerkprepares, stocks, serves, and merchandises cheese, wine and food products to our customers and maintains our high standards of safety and sanitation.

Roles / Responsibilities / Accountabilities:

Supports a positive customer experience, providing guests with a unique, enthusiastic and informational experience

Observes and supports all store rules and company policies.

Correctly operates a cash register

Receives and stores food products to maintain freshness

Prepares cheese trays according to Springside requirements

Packs, labels and merchandises cheese and wine items according to Springside policy

Keeps familiar with company policies and procedures

Maintains the entire work area in a clean and sanitary condition and follows all safety procedures

Answers phones and takes orders for special request items

Qualifications:

High school diploma or GED equivalent with at least 1 year of experience in customer service

Excellent customer service skills with the ability to sell and recognize sales opportunities with guests

Highest standards of ethics and integrity, humble, making our customers feel comfortable and important

Outstanding verbal and written communication skills

Extensive knowledge of and passion forcheese and wine

Highly organized and able to adapt quickly to changing priorities

Self- motivated to succeed, meet deadlines and follow through on tasks

Strong attention to detail for accuracy in all facets of the position

Experience with computer and PC-based cash register

Ability to multi-task especially during busy periods

Ability to follow policies and procedures

Ability to work days, evenings, weekends and holidays

Ability to lift and carry up to 50 lbs

Ability to walk and stand for long periods of time