

KNAPP HARVEST RETAIL ASSOCIATE – Full-Time or Part-Time

West Lake Creek Company, LLC – Knapp Harvest

Position Description

Position Title: Knapp Harvest Retail Associate

Reports To: Knapp Harvest Retail Supervisor

Direct Reports: None

FLSA Status: Non-Exempt, Full-time or Part-time

Compensation: Starting at \$20/hour

FULL TIME Benefits: Health Insurance, 401k matching, PTO, Paid Holiday and more!

PART TIME Benefits: 401k matching and sick time.

POSITION SUMMARY:

Come join the Knapp Harvest retail team at our Eagle Ranch location! A full-time or part-time position is open to a self-motivated, environmentally conscious, and responsible person. This is your opportunity to learn about locally sourced products, local seasonal produce, bees and bee products.

The Retail Associate uses their retail experience and customer service skills to provide a unique and engaging shopping experience. We are seeking an organized, trustworthy, and friendly individual that will be responsible for educating and engaging customers, working independently and as a member of the retail team ensuring accurate POS transactions, cleanliness of store, restocking and accepting product shipments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keep accurate inventory, with special attention to fresh products with a high turnover, using First-In First-Out method.
- Participates in daily settlement and reconciliation of sales, answering phone calls, and opening and closing store. Runs register and handles cash accurately.
- Builds customer rapport by discovering their interests & passions as it relates to our company, educating customers on Knapp Ranch history, values, future endeavors, and engaging feedback to create returning clientele ensuring long term growth.
- A passion and a willingness to learn about local vendors and products sold at Knapp Harvest and why we carry what we carry.
- Responsible for receiving and processing product receivables/shipments and communicating delivery issues and updates to team and manager in a timely manner.
- Ensuring items are accurately inventoried and added to Square.
- Prepares, restocks and displays consumables and other merchandise.
- Maintains a standard of cleanliness in the store by following set guidelines.
- Assists in the training of new employees.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change as business requires.

REQUIRED SKILLS AND EXPERIENCE:

- Efficient communicator, multi-tasker, and salesmanship.
- Organizational skills and attention to detail and accuracy.
- Retail experience preferred.
- Must be honest, conscientious, and courteous.
- Punctual, reliable, dependable.
- Excellent interpersonal skills, including an approachable and friendly manner.
- Have passion for natural, locally-sourced products, and a willingness to learn more.
- Computer savvy, preferably experience with Square and Google Suite.
- Willingness to learn new programs as needed.

PHYSICAL DEMANDS:

- Must be able to lift 40lbs.
- Must be able to stand for long periods of time.

WORK ENVIRONMENT, LOCATION, AND HOURS:

- Indoor Retail Environment in Eagle Ranch
- Days and hours worked are flexible and subject to change.
- Uniform provided and required.
- This is a non-exempt “at will” position.

AT-WILL EMPLOYMENT:

Please note that your employment with West Lake Creek Company constitutes “at will” employment. As a result, you are free to resign at any time, for any reason or for no reason. Similarly, West Lake Creek Company is free to terminate its employment relationship with you at any time, with or without cause.