



ORCHARD POND

Sales Associate Position at Orchard Pond

(starting at 20-30 hrs/wk, Tuesday to Saturday)

Orchard Pond is a diverse Certified Organic farm located in the beautiful Red Hills region of Tallahassee, Florida. We work with nature to grow Organic fruits and vegetables as well as thoughtfully produce healthy Organic products like honey, pesto, and granola, which we sell both locally and throughout the Southeast region. Recently, we have opened an onsite Farm Stand that offers a variety of local and organic products.

Job responsibilities include but are not limited to:

Store Operations:

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Maintaining an orderly appearance throughout the sales floor
- Setting up store displays each morning and ensuring the best quality of products are displayed.
- Filling orders in a timely manner
- Interfacing with online applications like Square, Mailchimp, and Google Drive
- Knowledge of POS systems and online ordering systems.
- Utilizing sanitation practices and health standards to ensure a healthy working environment.

Merchandising:

- Preparing and portioning out products like fruits, vegetables, and bulk foods
- Keeping track of inventory
- Keeping storage areas clean and organized.

Hours / Schedule:

- Store hours are currently: Wednesday (10am to 6pm), Thursday (10am to 6pm), Friday (10am to 6pm) and Saturday 9am to 4pm). The sales associate will be expected to work the majority of these opening hours, weekly flexibility and time off requests are available with prior approval.
- The position is expected to continue to grow and may expand up to 40 hours per week.

Other responsibilities may include:

- Assisting in events or seasonal programming.
- Answering phones, emails, or social media posts.
- Also being a sales associate at the Tallahassee Farmers Market
- Assisting in filing local wholesale or online orders
- Achieving established goals.
- Other duties as assigned

Sales Associate Requirements

- An Associate's degree or high school diploma.
- Retail, sales, or serving experience.
- A professional appearance.
- Maintain a positive attitude and focus on customer satisfaction.
- The ability to read, write, and perform basic math.
- The ability to stand and walk for extended periods of time.
- The ability to lift up to 40 pounds
- Reliable transportation

*Starting salary is \$12 per hour as well as access to free fresh organic produce, and discounted store products.

Please email a cover letter/resume/references/questions to hello@orchardpond.com.

No phone calls please.

Orchard Pond is an equal opportunity employer.