



Retail Store Customer Service

Oversees the day to day operation of our retail store, providing a friendly greeting and assistance to our in-store customers, vendors and visitors. Also, serves as receptionist, directing all incoming calls for the business.

Sales

- Greet all in-store customers, provide informed knowledge of our products and ingredients
- Assist with product selection when needed, total purchases and process payments
- Maintain inventory stock levels for daily sales and request additional stock as needed
- Complete all closing procedures such as preparing and balancing cash register, generating daily sales reports and entering into company database

Marketing

- Arrange and display merchandise to encourage trial of new items or promotion of featured items, as well as keep regular customers engaged and excited
- Plan, create and decorate for seasonal, holiday and other themed events or promotions
- Work with marketing team to create retail store specific promotions and signage

Reception

- Answer all incoming calls, directing to appropriate staff
- Greet all visitors and contractors, checking them in based on current security procedures
- Prepare labeling and postage for all USPS packages
- Process pickup orders for smaller local wholesale businesses

Other

- Keep all areas of the retail store and reception area tidy and clean including dusting, sweeping and vacuuming as needed
- Act as backup for AM Retail Store staff as needed

Qualifications

- Prior Retail Sales experience required, Reception experience preferred
- An upbeat attitude, excited to help promote healthy and delicious products
- Attention to detail, ability to multitask and able to work independently with minimal supervision
- Experience with Microsoft Office applications, specifically Excel
- Desire to commit to our company core values and be: compassionate, devoted, persevering, collaborative, agile and creative

Reports to: Brand Manager

Schedule: 10:30 am – 4:45 pm, M-F

Starting Wage: \$13.00 / hour

Benefits: Vacation, Sick, Holiday and retirement per current company guidelines