



## RETAIL ASSISTANT

### About Theodora Farms

Theodora Farms is a USDA Certified Organic vegetable and herb farm in Godfrey, IL. Our mission is to catalyze the health & happiness of our region through food and agriculture. We grow and sell quality vegetables based on taste and shelf-life. Our farming practices focus on building soil and creating efficient and ergonomic production systems. We love providing healthy vegetables to customers in our hometown and the St. Louis region. We sell to various wholesale accounts and through our onsite, full-service grocery FarmStore.

### Employment at Theodora Farms

At Theodora Farms we **love farming**. We love to show up, work hard, learn new skills, gain valuable experiences, meet challenges, build careers in agriculture, and become local food leaders. We elevate good agriculture and present ourselves and our work with professionalism and dedication. We aspire to be **great farmers**. We are devoted to stewarding land, building rich, fertile soils, and enhancing our environment and ecology. We are passionate about **good food**. We are thrilled to produce and share the freshest, best-tasting, highest quality foods. We are eager to **serve people**, to listen to and learn from customers, and to be present in our community. We are dedicated to building a **great business**. We create value for the farm, our families, our customers, and our community.

### The ideal candidate for Theodora Farms:

- Has experience with physical or blue collar work and loves being active
- Has an interest in agriculture, gardening and/or food systems
- Is able to work in a team setting with proactive communication and problem solving skills
- Is able to provide customer service that makes folks excited about eating local and organic food
- Is flexible and willing to do various tasks in a startup farm setting
- Loves sharing recipes and cooking tips with their community

### **Summary of the Retail Assistant position**

The Retail Assistant at Theodora Farms works in the FarmStore. Retail Assistants report directly to the Retail Manager. Retail Assistants are assessed on maintaining retail standards, customer service, sales, and inventory handling.

### **Core Responsibilities**

Retail Assistants will be primarily responsible for the following:

#### Retail Sales and Service:

- Displaying fresh produce and other inventory for sale, fresh quality and best by dates
- Processing payments through a POS system (Square)
- Assessing customers' needs and suggesting solutions to their problems
- Cleaning and restocking the store throughout the day, before opening and after closing
- Giving customers advice about sales and promotions
- Handle, trim, and package produce and assorted grocery items

### **Requirements:**

- 2 years of full-time work experience
- Interest in working on a farm and gaining new skills
- Available for full-time, seasonal work
- Self-motivated work ethic combined with team orientation
- Excellent verbal communication and listening skills
- Flexible and adaptable attitude
- Able to be punctual and reliable at work start times
- Reliable communication device

### **Knowledge, Skills and Abilities:**

Retail Assistants should have knowledge, skills and ability to do the following:

- Knowledge of POS systems is preferred but not required
- Listening and communication
- Work both independently and as a member of a team
- Follow instructions and provide clear feedback
- Complete projects and tasks
- Lift 50 lbs and pull 25 lbs
- Stand for long periods of time and carry inventory up and down stairs
- Discern short- and long-term priorities

### **Schedules and Compensation**

Part-time, seasonal (May - December), 14 hours per week, all day shifts on Friday and Saturday. This position is \$15 per hour, based on experience. Benefits include access to a share of the harvest, employee discount at the FarmStore, 401(k) and paid-time-off.

### **To apply:**

Email a resume, cover letter, and 2 professional references to [farmstore@theodorafarms.com](mailto:farmstore@theodorafarms.com)

*Theodora Farms does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.*

*Theodora Farms will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.*

*This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.*