

Job Title: **Retail Assistant**

Job Description: A Retail Assistant will assist with tasks related to selling coffee to our retail and online customers. A Retail Assistant will be trained in preparing beverages on the coffee bar and drive thru.

Hours: The Retail Assistant position is a year-round part-time position (must be able to work on Saturdays between 7:30am-1:30pm, additional hours available throughout the week).

Rate: starting at \$15/hour

Critical Tasks & Responsibilities

- Assist in inventorying, organizing, and receiving coffee and brewing equipment orders.
- Accurately pull online orders and prepare coffee orders for pickup or shipment.
- Maintain a clean and presentable retail area and coffee bar.
- Take and process orders for retail customers over the phone and in person.
- Prepare espresso and coffee drinks for retail and drive thru customers.
- Provide excellent customer service in person, at the drive thru and over the phone.

Required Competencies and Qualifications

- Prior work experience required.
- Great problem-solving skills.
- Ability to remain productive and on task while working alone.
- Must be punctual and reliable.

Other Requests:

- Must be able to lift 30 lbs. and stand for long periods of time.
- Respect the privacy of information regarded as sensitive and proprietary to Red Cedar Coffee Co.
- Understand that this is a growing company and help enhance a company culture of professionalism, positivity, and teamwork.
- Excellent interpersonal relations skills.
- Representative brand ambassador when working with vendors and customers.
- Be flexible and be a team-player.

How to Apply:

Send your resume to jobs@redcedarcoffee.com or complete an [application](#).

Applications are available at 1185 W Bagley Road, Berea.