

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 serving beverages on the coffee bar and drive thru.

Hours: The Retail Assistant position is a year-round part-time position (approximately 20-30 hours a week, between the hours of Monday-Friday 8am-4pm, Saturday 8am-1pm).

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](mailto:jobs@redcedarcoffee.com) or complete an [application](#). Applications are available at 1185 W Bagley Road, Berea.