

Job Title: Retail Associate

Job Description: Our Retail Associate must have a customer-friendly attitude while adhering to our core values: provides a timely and friendly retail and coffee bar service, assists customers with comprehensive product knowledge, while maintaining retail and coffee bar cleanliness standards.

Hours: This is a permanent part-time position. Hours are scheduled between Monday-Friday 7:30am-4:30pm, and Saturday 7:30am-1:30pm.

Rate: \$15/hour

Location: Berea, Ohio

Critical Tasks & Responsibilities

- Provide excellent customer service in a professional and timely manner.
- Accurately receive and process online and call-in orders. Prepare orders for pickup or shipment while maintaining status updates.
- Maintain a clean, presentable, and food safe retail area and coffee bar.
- Prepare and serve beverages per customer requests.
- Follow food safety and workplace safety guidelines.

Required Competencies and Qualifications

- Prior work experience required. Must be at least 18 years or older.
- Must possess a positive outlook with capability and willingness to learn about our company and the products we offer.
- Be a brand ambassador when working with vendors and customers.
- Be a great problem solver.
- Be a self-starter who can work with minor supervision.
- Must be punctual and reliable.
- Have strong interpersonal communication skills.
- Be flexible and be a team player.
- Must be able to work a minimum of 8 hours per week.

Other Requests:

- Must be able to lift 30 pounds 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.

How to Apply:

Send your resume and availability to jobs@redcedarcoffee.com or complete an [application](#). Applications are available at 1185 W Bagley Road, Berea.