

Retail Store Ambassador

Pay Range: \$20-\$24/hour based on experience.

Location: Woodstock, VT

Department: Sales

Type: Full-Time or part-time, non-exempt

Reports to: Retail Area Manager

Direct Reports: None

Farmhouse Pottery is a rapidly growing company looking to expand its dynamic team! We are looking to hire a full-time or part-time Retail Store Ambassador at our new Farmhouse Pottery location in downtown Woodstock, who we see as an ambassador of the brand and vital to sharing our story with our customers.

Primary Responsibilities:

- Oversee Store Operations
- Customer Service & Store Cleanliness
- Maintain Store Stock Levels

Oversee store operations:

- Open and closing duties
- Cleaning and maintaining retail store merchandise
- Reconcile retail cash drawers at beginning and end of day

Customer Service & Store Cleanliness:

- Greet each customer in the store and provide information about Farmhouse Pottery, our philosophy, and what sets our products apart
- Grow audience – capture customer information to build our engaged audience and track customer lifetime value
- Tidy the store regularly throughout the day
- Follow the cleaning schedule to ensure the store remains pristine for the customer experience

Maintain Stock Levels:

- Be sure the store is stocked with all products on the floor throughout the day
- Ensure collateral, bags etc. are stocked regularly
- Communicate any low inventory consumables to management

Requirements:

- Excellent organizational skills
- Superb verbal and written communication skills
- Ability to multitask while maintaining a positive attitude

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