

## **CAA Market Sales Associate Job Description**

Part time (approx. 10-20 hrs/wk), based on CAA Market hours

\$18-\$22 based on experience and qualifications



### **Background Info**

The Community Agriculture Alliance (CAA) is a local non-profit community organization working to promote and support agriculture in the Yampa Valley. The CAA Market is a program of the CAA and serves as a local food connection between producers and customers with retail sales of local food and products.

### **Job Summary**

The CAA Market Sales Associate provides exceptional customer service and manages sales transactions for the CAA Market. This position staffs the front desk, assists customers, helps manage product inventory and displays, supports local producers and works to “tell the story of local food”. The CAA Market Sales Associate reports to the CAA Market Manager.

### **Tasks**

- Staff the CAA Market during designated hours to facilitate sales, customer order pick up, and producer drop-off
- Provide exceptional customer service, engage with customers, and meet weekly sales goals
- Support CAA Market Manager with producer related tasks, including product listings, inventory, storage and distribution of product
- Communicate CAA membership options and benefits, CAA events, ticket sales and related programs to all customers
- Clean and organize CAA Market storefront including freezers, fridges, shelving, floors, etc
- Ensure products meet CAA, health department, and customer expectations for quality, freshness, and labeling
- Assist with administrative tasks including weekly bank deposits, website updates, and email communications
- Support CAA organizational objectives and mission driven programs
- Work with the CAA staff on related tasks as needed

### **Preferred Knowledge, Skills and Abilities**

- Experience in a retail setting and providing high-quality customer service
- High level of organization and communication skills
- Possess ability to work individually and as a team member
- Ability to prioritize and multitask
- Ability to establish and maintain positive relationships with wide variety of community members, customers, producers, and partners
- Enthusiasm for local agriculture and local food
- Weekend availability a must

**To apply for this position, please email a resume, short description of why you’re interested in the position, and your availability to [Katie Stanhope, CAA Market Manager at katie@communityagalliance.org](mailto:katie@communityagalliance.org)**