

Front End Associate

Join our team! The Cambridge Food Co-op in beautiful Cambridge, NY is hiring a new Front End Associate!

The ideal candidate will be able to communicate effectively with and work as a team with the Managers, other Front End Staff and Co-op Working Members and will have excellent computer skills. In addition, with training the ideal candidate will demonstrate the ability to use and model excellent customer service skills and practices in assisting with special orders, customer complaints, and all other areas of customer relations; answer questions on Co-op policies and procedures; educate the public on membership, product information and store layout; restock and maintain a vibrant looking produce cooler; assist members and customers with scales, bulk goods, and other merchandise as requested.

Our new Front End Associate, once trained, will also be expected to answer and direct phone calls appropriately; efficiently operate the point-of-sale/register independently and supervise working member cashiers; maintain a clean and well-stocked front store end; assist the managers in the receipt, pricing and shelving of product deliveries; independently open and close the store; interface with distributors, vendors and farmers; and communicate with customers, vendors, and others via email.

Physical Requirements:

Frequent lifting and moving of containers and boxes weighing up to 50 pounds

Able to climb and use ladders safely

Able to stand for long periods of time

Required qualifications:

HS diploma or equivalent, some college appreciated

Customer service experience

Interest in food, local farms, co-ops, and grocery.

Proficiency with MS Office Suite, Google Suite.

Preferred Qualifications:

Grocery store experience, supervisory experience.

Learn more about our co-op at www.cambridgefoodcoop.com

To Apply:

Forward a cover letter, resume and 3 references to Kathleen at managercambridgecoop@gmail.com