



# CAMBRIDGE FOOD CO-OP

|   |  |   |                          |
|---|--|---|--------------------------|
| <b>Job Title:</b>   | <b>Tea &amp; Spice Stock Associate</b> | <b>Job Category:</b>                                      | Member-Worker            |
| <b>Department:</b>  | Tea & Spice                            | <b>Shifts/month</b>                                       | 2-2 hour shifts required |
| <b>Shifts available</b>   | Mondays or Tuesdays                    | <b>No. of positions</b>                                   | 2                        |
| <b>Reports to:</b>  | Team Leader/ Designated Staff Member   | <b>Location:</b>  | In-store                 |
| <b>To Apply:</b>  |  | <b>Training</b>   |                          |
| Applications available in-store. Return completed application in person to Co-op office.  |  | In-store training with management team. 3 month check-in. |                          |
| <b>Job Description</b>  |  |   |                          |
| <p><b>ROLE AND RESPONSIBILITIES</b></p> <p>To keep tea, spice jars stocked, clean and displayed in an organized fashion. To keep back stock of teas and spices neat and organized. Provide prompt, friendly, and courteous customer service.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Restock all tea and spice jars weekly, rotating stock to ensure freshness</li> <li>• Track product to aid in reordering</li> <li>• Ensure a supply of bags, containers, clean scoops, and utensils</li> <li>• Ensure all jars are placed in their appropriate location and clearly labeled</li> <li>• Wipe down outside of all jars and the shelves as well</li> <li>• Sweep floors around spice area when complete</li> <li>• Ensure back stock is neatly organized in bins and that open bags are securely taped/sealed to maintain freshness</li> <li>• Communicate with team members about progress during shift</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Comfortable moving up and down a step stool in tight, dim spaces.</li> <li>• Ability to work shifts with constant standing throughout shift and frequent kneeling, squatting, bending, reaching, and lifting</li> <li>• Demonstrated reliability in attendance and timeliness</li> <li>• Ability to project friendly, helpful presence to customers while maintaining a professional demeanor</li> <li>• Ability to follow written and oral directions</li> <li>• Ability to work independently and as part of a team</li> </ul> |  |   |                          |