



**Position: Retail Associate**

Department: Farm Market  
Position Status: Non-exempt

Reports to: Farm Market Manager  
Classification: Part time or Seasonal

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**Position Summary:**

The Farm Market Retail Associate may assist with stocking produce, jarred product, and snack items while assisting customers with questions about any of the retail items. This position may also be responsible for processing retail customer transactions, resolving customer issues, and maintaining the cleanliness of their assigned area of the Farm Market.

**Responsibilities:**

- Greet all customers in friendly and welcoming manner
- Stock produce and other products in retail area
- Retain pricing and picking availability knowledge of produce and various products available in the Farm Market
- Help load items in customer's carts
- Utilize company Point of Sales (POS) system properly
- Process customer purchases efficiently and accurately – performing cash transactions, applying discounts, and processing returns
- Maintain a balanced cash drawer
- Maintain a clean and organized work space
- Follow all departmental policies/procedures and all company policies as outlined in company handbook
- Present a neat personal appearance, including Huber team wear and name tag

**Minimum Qualifications:**

- Minimum Age: 16 years
- Able to read, write, and speak English
- Able to work flexible schedule and adjust to seasonal shifts
- Able to push, pull, carry, or lift up to 40 pounds
- Able to stand for up to 8 hours

**Other Duties:**

Statements included in this description may not necessarily represent an exhaustive list of all responsibilities, skills, duties, requirements or working conditions associated with the position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the position, or to require that different tasks be performed, as circumstances change.

**Equal Employment Opportunity Statement:**

Huber's Orchard, Winery, & Vineyards provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.