

SALES ASSOCIATE JOB DESCRIPTION

We are looking for a part-time sales associate who easily conveys a positive, enthusiastic attitude about our store and its' products with the ability to assist in creating the best shopping experience possible for each of our customers. The ideal candidate will be able to easily get along with our staff, while maintaining a professional attitude with our customers. The Sweet Basil Associate will be able to prioritize job demands and move easily from one task to the next while maintaining customer contact.

Qualifications:

1. Retail experience working in housewares or similar retail environment.
2. Enthusiastic, positive attitude working with customers. Able to communicate clearly with customers and staff.
3. Help to create a positive shopping experience for our customers with genuine concern for their needs.
4. Team player with the staff, be willing to work closely with and get along with Sweet Basil team members.
5. Ability to learn quickly about products and maintain a working knowledge of the benefits of each product to our customers.
6. Possess sales skills to create sales that benefit our customers and fit their needs.
7. Physically be able to stand, lift and climb on a ladder.
8. Be able to accomplish what is asked of you and ask questions if needed, and report when task is complete.
9. Maintain a professional appearance and good hygiene.

Responsibilities of the Job:

1. Open the store each day following the Opening guidelines.
2. Greet each customer as they come in the store. Assist them to find the products they are looking for. Maintain an active sales presence with customers while they are in the store.
3. Unpack and price merchandise according to Sweet Basil methods.
4. Use the Lightspeed point of sale system with accuracy.
5. When customers are not in the store, take initiative to find cleaning and stocking that needs to be done.
6. Take reservations for classes and accurately record all information as is required.
7. Be able to close a sale as opportunities allow.

Benefits:

1. Competitive hourly wage.
2. Schedule requests honored with sufficient notice.
3. Meal provided after working 4 or more.
4. Employee discount on products 30% excepting electrics, cookbooks, classes and sale items.

Sweet Basil is a privately owned company operating in the valley for 32 years. We moved to our current location two and a half years ago and have developed friendly close relationships with many of our customers. Within this framework the successful candidate will have an interest in cooking and be able to guide our customers to the products and services we offer which best serve their needs.