



Job Description: Farmers Market Sales Representative: Eastern WA

A Hierophant Meadery LLC Farmers Market Sales Associate must be a friendly, energetic person who enjoys people and finds helping others rewarding and challenging. Must have enthusiasm for sharing information about our brand and products, and encourage bottle sales. Ability to engage customers, sample and educate on products, and close the sales transaction. Responsible for Farmers Market duty from set up; sales; to load up, working unsupervised and independently, as well as in assistance to the Tasting Room Manager. Willingness to periodically bartend at the Green Bluff Tasting room is a plus. Representatives periodically deliver wholesale orders to businesses, and demo at retailers and events. Sales Representative is required to perform the duties of their position in compliance with Washington State Liquor Laws.

Knowledge, Skills & Abilities

- To perform the job successfully, an individual must demonstrate
- High Energy and friendly demeanor.
- Requires Quality Customer Care and Service - Responds promptly to customer needs; Responds to requests for service and assistance.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Attention to Detail
- Planning/Organizing - Uses time efficiently.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time.
- Initiative – Self Starter and asks for and offers help when needed.
- Language Skills- Ability to effectively communicate with customers in order to maintain high standards of customer service; Ability to read and comprehend simple instructions, short correspondence, and memos.
- Experience in Customer Relations and Retail Sales a must
- Must have reliable transportation to and from the work assignment
- Ability to load and unload equipment, tools and inventory to set up the Hierophant Meadery sales booth. Must coordinate with FM Manager to obtain product & supplies for all markets worked solo.
- Greet customers in a friendly and cordial manner. Invites customers to sample product. Responds to all customer requests politely and promptly – and helps educate the customer on the products and vision of Hierophant Meadery. Refers customers to our online sales sites and retail location.
- Works as a team to support the sales manager.
Accountable for sales transactions.
- Accountable for cash made available for sales transactions.
- Reports all incidents that require action, are a cause for concern or may be of possible conflict of interest to Management.
- Provides MAST permit as requested and follows all policies and procedures of the respective Farmers Market.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to:

Stand; walk; reach with hands, arms; talk and hear.

Required to balance, climb, stoop, kneel, crouch.

Must regularly lift and /or move up to 36 pounds.

Farmers Market Sales Representative is frequently exposed to hot, wet and/or humid climates, and must prepare accordingly.

Items Requiring Special Attention

Farmer's Market Sales Assistant must complete Mandatory Alcohol Service Training (MAST Permit) within 20 days of employment, and is responsible for performing their duties in compliance with Washington Liquor Law. MAST permit training is \$21, and takes about 4-4.5 hours to complete. Hierophant Meadery will reimburse for the \$21 fee. Your MAST permit will be good for 5 years, and can be used at any liquor establishment.

Cell Phone Use for Point Of Sale: A point of sale device will be provided, and employees are responsible for keeping the phone and the credit card reader charged. No personal use is permitted.

Vehicle & Storage of supplies: Sales Representative must be able to transport all supplies needed for markets with their personal vehicle. Inventorying & transport of supplies such as tent, folding table, signage, supplies & POS to and from Green Bluff facility is required. The position requires that supplies and stock are to be picked up from from Green Bluff Tasting Room storage for markets. Non-alcohol supplies and equipment may be stored securely at your home if it is most convenient. Proof of auto insurance is required.

Ethics: Hierophant Meadery has a strong ethics policy. We expect the highest professional conduct at all times. Unprofessional conduct and violation of our ethics policies can be cause for immediate termination.

Reports to

Hierophant Meadery Manager Michelle Kyncl 509.294.0134,
contact@hierophantmeadery.com

Hours

TBD, Part Time or Full Time, seasonal. Markets we attend are Garland FM, Fairwood FM, Kendall Yards FM, Thursday Market on South Perry, Spokane Valley FM, and Liberty Lake FM for the 2023 season. Additional hours may be available for

Farmers Markets, Off-site demos, Tasting Room coverage, and Special Events. Tasting room open Hours increase with the growing season on Green Bluff.

Farmers Market Shift times are generally 60-90 min before market start time for loading and set up until 60 min after market close for break down.

Ideally this position staffs a minimum of 2 markets per week unless approved by management.

Compensation

Hourly, \$18/hr. + Tips (5-10% of sales). Hourly averages \$20-25/hr.

This is a seasonal position May - October.

Employee elective Dental, Vision, & Life insurance plans available for year round employees. Full time year round employees qualify for health insurance plans.

Discounts and Mark outs

30% off product, one shift beverage per workday. 4 bottle/product mark outs per month (must be items produced by Hierophant Meadery).

No friends and family discount available. Employee agrees that reselling alcohol obtained in any way is a federal offense.

Rest & Meal Breaks:

This position is unique, in that you as the employee are often working independently. Employees are asked to self regulate breaks to work within Washington state labor law.

Here's our policy for employees taking breaks:

All breaks are paid for solo workers, as you are required to remain at the site for your rest periods, including a paid 30-minute meal break if your shift is over 5 hours (no need to clock out). A paid meal break for a five hour shift is 20 minutes.

Do what you can to take advantage of down times to take your breaks. You are in charge of your breaks! Management will rely on Tasting Room Lead to discuss increased staffing needs if customer traffic does not allow for down times during a shift.

If you are working with another person, please give each other breaks, and clock out for lunch.

Here's some more information on WA laws for breaks. <http://www.lni.wa.gov/WorkplaceRights/Wages/HoursBreaks/Breaks/default.asp>

Notice of Termination of Employment

Hierophant Meadery LLC requests a minimum 2- week notice should representative wish to terminate their position.

Acknowledgement & Acceptance of terms

By signing below, I acknowledge the terms and expectations, and am qualified to fulfill the duties presented.

Signature: _____

Print name: _____

Date: _____