



## **Retail Clerk**

### **About Us**

Abbey Gardens is a charitable organization created with a mission to transform a spent gravel pit into a green space dedicated to developing economic, ecological, educational, and recreational growth within our community. Situated in Haliburton County on over 300 acres, Abbey Gardens includes the Food Hub, a retail store specializing in local food and home to the Garden Cafe, various garden projects, scenic trails, an 18-hole disc golf course, installations for energy, sustainability, and land restoration education, a five-acre pony paddock for equine workshops, demonstration hoop houses, beekeeping, and much more. Our site is also home to several partner businesses that share our founding principles, thus creating a true community destination for locals and tourists.

Most importantly, it's a fun place to work with a solid team of passionate, innovative, and dedicated staff members. We'd love to have you join that team!

### **Job Description:**

The Food Hub is a social enterprise, which means it combines the methodology and tactics of a for profit business, with the socially driven mission of a non profit. For us, it's the heart of Abbey Gardens – a specialty grocery store that sells products we grow right on site in our garden, produce in our commercial kitchen, or buy from local suppliers. Working on site in the Food Hub, the Hub Retail Clerk will be responsible for creating and maintaining retail displays, serving retail and café customers, providing excellent customer service, collaborating with team members, managing inventory, and some kitchen prep and dish washing. At Abbey Gardens, our priorities are customer experience, quality products, and creative problem solving, and we're looking for a new team member who values those same things!

### **Primary Responsibilities:**

- Assisting customers on the floor with finding products, answering questions about products, and checking out
- Working in the Garden Café (also located in the Food Hub) to make espresso drinks, serve baked goods, grilled sandwiches, etc. (Experience an asset but not required)



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- Ensuring the Food Hub always looks appealing for customers, including cleanliness, stocked shelves, fun displays, and more
- Stocking shelves and coolers neatly and completely
- Retail area organizing, cleaning and setting up displays
- Maintaining cooler stock: rotating stock, cleaning cooler, maintaining records with other staff to ensure clear communication
- Assuring refrigeration equipment is operating within accepted temperatures (including outside cooler)
- Culling fresh product each day for transfer to kitchen and maintaining waste tracking methods
- A people-first approach to customer service
- Collaborate with other staff to be an instrumental part of the overall Abbey Gardens concept and vision
- Comfortable using POS system, including both cash transactions and use of the credit card and debit card terminal
- Other tasks as requested by the Floor Manager

Details:

Wage: \$16/hour

Hours: Full time (40 hours/week) and part time positions

Start date: May 1, 2022

End date: Flexible. There are some positions available year-round, and seasonal positions available until September or later!

*Please submit resumes Trevor Sinclair, Floor Manager at [trevor@abbeygardens.ca](mailto:trevor@abbeygardens.ca)*



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