

Position Available
Todd Hill Market Store Clerk – Dutchess County

The Todd Hill historic building in the median of the Taconic State Parkway (just south of the Route 55 Exit) has been remodeled into a Taste NY store and Farmers' Market site. Cornell Cooperative Extension Dutchess County is the operator with funding from New York State.

The position of Todd Hill Market Store Clerk is to support the Todd Hill Taste NY Store and Farm Markets and related activities. Primary responsibilities include assisting with receiving inventory, operation of cash register, cash controls, customer service and creating visual displays.

On a daily basis the store clerk will inspect the store for cleanliness, organization, refill supplies as needed and ensure interactive display is working properly. The clerk is expected to discuss Hudson Valley agriculture and local foods with customers to engage them in these areas, and to provide information upon request about the food and farm products sold in the market.

Essential Responsibilities/Functions include:

Facilities and Operations

- Customer service – greet, assist and serve the needs of store customers
- Store inspection, organization and recordkeeping
- Replenishment of store supplies and inventory
- Receive and label new inventory
- Assist with promotion of agri-tourism in Dutchess County via interactive-display maintenance. Set-up or reboot the display and computer connections
- Describe the local farms, produce and food displayed
- Receive and log scheduled deliveries
- Must assist in maintaining a clean facility according to store procedures and be a team player

Equipment

Maintain, troubleshoot if necessary and call for repair as directed for:

- Multi-line phone
- Cash Register
- Interactive display

Required Qualifications:

High School Diploma or equivalent.

Knowledge, Skills and Abilities:

- Ability to complete basic math in a fast paced environment
- Ability to work with the public
- Attention to detail
- Ability to operate or learn to operate a cash register
- Ability to use or learn to use MS Word and Excel

- Ability to meet the travel requirements of the position
- Ability to work flexible hours, including evenings and weekends

Preferred Qualifications:

1-year retail sales experience.

Knowledge, Skills and Abilities:

- Microsoft Office proficiency
- Experience working in customer service and retail environments
- Understanding of basic marketing
- Ability to handle multiple tasks
- Knowledge of the organization, operation, philosophy and objectives of Cornell Cooperative Extension
- Proficiency with internet-based communications
- Knowledge of agriculture and agriculture practices

This is a part-time/temporary (up to 25 hours/week) 3-month position with the possibility of an extension. Market Manager will determine schedules. **Weekend availability a must.**

Salary - \$10.00/Hour

Please submit resume to Lachele Coninx-Wiley at Irc73@cornell.edu

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