



Part-Time General Store Associate

The Organization:

Providence Farm is a therapeutic farm nestled at the base of Mount Tzouhalem in the Cowichan Valley on Vancouver Island, British Columbia. Since 1979, the Vancouver Island Providence Community Association, a registered charity and non-profit society, has been operating creative and innovative programs at the Farm for adults in the Valley with mental health issues, brain injuries and physical and emotional challenges.

Purpose of Position:

The Farm's General Store is the hub of the Farm's activity being the outlet for the Farm's produce and plants, a tourist stop for those enjoying the paths of Mount Tzouhalem or touring the Farm, a snack or coffee stop for locals as well as the place that features the work of Farm participants and other local artists and crafts people.

The purpose of the position of Relief General Store Associate is to provide scheduled and unscheduled relief to employees of the General Store by delivering customers with prompt service, quality beverages and products, and a clean and comfortable store environment.

Key Responsibilities:

Responsibilities and essential job functions include but are not limited to the following:

- Process customer orders, by using cash register and POS tools and bagging items.
- Act with integrity, honesty and knowledge in promoting the culture, values and mission of Providence Farm.
- Deliver customer service to all customers by acting with a "customer comes first" attitude.
- Assist with processing produce and putting orders together in preparation for delivery.
- Tasks include procedures for opening store, closing store and cash-out.
- Follow the Farm's policies and procedures, including those for cash handling, safety and security.
- Maintain a clean and organized Store and workspace.

Knowledge, Skills & Abilities:

- Retail sales experience.
- Knowledge in the area of natural food and produce.
- Ability to learn quickly.
- Ability to understand and carry out oral and written instructions and request clarification when needed.
- Strong interpersonal skills and the ability to build relationships.
- Ability to function independently.
- Organizational skills.

- A keen eye for display and presentation of Store products.
- Proficient time and general management skills.
- Ability to model a healthy lifestyle.
- Outgoing and friendly personality.
- A warm and empathetic presence.
- Ability to routinely accept scheduled and short-notice assignment to duty.

Physical Requirements:

- Constant standing/walking.
- Occasional stooping, kneeling or crawling.
- Occasional pushing, pulling, lifting or carrying up to 40 lbs.
- Clean, well groomed (must follow the Farm's dress code).

Compensation:

Relief wage \$15.23/hr (currently under review).

4% vacation pay added to cheque

Hours: Friday 10-2pm, Sat 10-5:15, Sun 10-5:15

Job posting deadline:

To be considered for this position, please submit your resume and covering letter to jobs@providence.bc.ca or deliver it to reception to Providence Farm, 1843 Tzouhalem Road, Duncan.

This position is advertised until filled. Only those applicants short-listed for an interview will be contacted, but the Farm thanks all applicants for their interest in working at Providence Farm.

Providence Farm
1843 Tzouhalem Road
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www.providence.bc.ca
Registered charity: 11928 1780 RR0001