



Volunteer Position Description Taste NY Market Clerk

Purpose:

Assist with operation of cash register, cash controls, customer service, and food service. Inspect the store for cleanliness, organization and refill supplies as needed. Discuss Jefferson County 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 store.

Responsibilities:

- Customer service – greets, assists and serves the needs of store customers.
- Store inspection and assisting in maintaining a clean facility.
- Cash Controls – follow all procedures for proper management and handling of cash.
- Replenishment of store supplies and inventory.
- Assist with promotion of agri-tourism in Jefferson County.
- Describe the local farms, produce, food and products displayed.
- Maintain equipment, troubleshoot if necessary and call for repair as directed.

Time Commitment:

- On call (generally 5-10 hours/week).

Qualifications:

- Is knowledgeable of the Cornell Cooperative Extension mission and the Taste NY Program
- 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.
- Valid NYS Driver's License and the ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

Benefits to Volunteer:

- Enhance customer service, personal communication and leadership skills.
- Enhance time management.
- Build positive relationships with Taste NY employees and other Taste NY volunteers.
- Opportunity for training and enhance professional resume.

Salary:

Unsalaries; this position does not imply employment with Cornell University or Cornell Cooperative Extension, and is a volunteer position.

Mentor/Supervising Professional:

Name: Mike Myers
Title: Taste NY Market Manager
Address: CCE of Jefferson County, 203 N Hamilton Street, Watertown, NY 13601
Phone: 315-788-8450 ext. 231
Email: mm384@cornell.edu

Level of Background Screening Required:

- Application
- Interview
- Two References
- Criminal Background Check
- DMV Background Check required
- Signed Volunteer Agreement, Code of Conduct, and Acknowledgment of Risk