

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF JEFFERSON COUNTY
STAFF POSITION DESCRIPTION**

Current Incumbent, if any: Open Position

Date Written/Revised: 11-27-2023

CCE Classification Job Title: Association Temporary Program

Position #:

Working Title (if different): Taste NY Market Store Clerk/Keyholder

FTE: 62.5%

Reason: ☐ New Position ☒ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Michael Myers, Association Community Liaison

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* This position has no supervisory responsibilities/direct reports.

Volunteer Oversight: ☒ No ☐ Yes *(If the answer is Yes, please indicate number of volunteers supervised.)*

POSITION SUMMARY:

This position will serve as the Taste NY Market Store Clerk for the Fort Drum location and will work under the direction and supervision of the Taste NY Market Manager and Taste NY Assistant Market Manager. Primary responsibilities include assisting with management of inventory, operation of cash register, cash controls, transportation of inventory to the store, customer service, and record keeping. On a daily basis the store clerk will inspect the store for cleanliness, organization and refill supplies as needed. This position will also open and close the store, and act in the capacity of cashier, store clerk and utility clerk as necessary. The clerk is expected to 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.

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent education.
- Experience relevant to the role of the position.
- 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.
- Must be able to drive personal or Association vehicle for pick-up and delivery of product from the warehouse to the Taste NY Market Store on Fort Drum (hand cart may be used for transportation purposes).
- Must be able to push/pull 50-75 pounds.
- Must be able to lift 20-50 lbs. regularly.
- Ability to use or learn to use Microsoft Word and Excel.
- 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.

PREFERRED QUALIFICATIONS:

- One (1) year retail sales experience.
- Experience working in customer service and retail environments.
- Understanding of basic marketing.
- Ability to handle multiple tasks.
- Proficiency with internet based communications.
- Knowledge of the organization, operation, philosophy and objectives of Cooperative Extension.
- Knowledge of agriculture and agricultural practices.

SUBJECT MATTER/BACKGROUND:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Agriculture and Food Systems | <input checked="" type="checkbox"/> General Administration | <input type="checkbox"/> Farm |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Community and Economic Vitality | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Other |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families | <input type="checkbox"/> Facility | |

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**Administrative Responsibilities:**

Coordination/Operation	95%
<ul style="list-style-type: none"> • Customer service – greets, assists and serves the needs of store customers. • Store inspection, organization and recordkeeping. • Must assist in maintaining a clean facility. • Cash Controls – follow all procedures for proper management and handling of cash. • Replenishment of store supplies and inventory. Track product inventory. • Receive and log scheduled deliveries. • 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. • Log sales and transactions into AAFES system. • Log/report information in the daily log about each shift. 	
Professional Improvement	5%
<ul style="list-style-type: none"> • In cooperation with Supervisor, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities. • Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned. 	
Health and Safety	Applies to all duties and functions
<ul style="list-style-type: none"> • Support the Association to maintain a safe working environment. • Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard. • Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified. 	
EEO/EPO and Policy	Applies to all duties and functions
<ul style="list-style-type: none"> • Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public. • Assist the Cornell Cooperative Extension system in reaching out to diverse audiences. • Aware of, and adheres to, established Cornell Cooperative Extension Association of Jefferson County policies, procedures and Cornell Cooperative Extension Skills for Success. • Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner. 	

Equal Opportunity Employment

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

Reviewed by SBN HR Lead – 11-27-2023 - jac

For each factor below, choose the phrase that best fits the characteristics of this position:

SCOPE OF IMPACT OF THE POSITION:

Limited - immediate group/program

INTERACTION WITHIN ASSOCIATION:

Receive/provide information

INTERACTION WITH VOLUNTEERS:

None to limited

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

None - No responsibility for others

COMPLEXITY OF WORK:

Limited - Predominantly follows established procedures, policy; makes routine decisions within prescribed limits

LEVEL OF DECISION-MAKING ACTIVITY:

Limited

SUPERVISION RECEIVED:

Substantial - Detailed instructions or guided by standard policy/procedures

SUPPORT SKILLS-WRITING

Limited writing required

SUPPORT SKILLS-COMPUTER

Low - Uses basic business/technical programs/applications to perform responsibilities

WORKING CONDITIONS:

**ESSENTIAL PHYSICAL
REQUIREMENTS*:**

Typically lifts 20 to 50 lbs

VISUAL:

Normal concentration

HAZARDS:

Limited exposure

** Check applicable level after considering reasonable accommodations*

OPTIONAL:

SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

DATE

SKILLS FOR SUCCESS

(The following skills are essential for individual and organizational success.)

As a member of Cornell Cooperative Extension I...

Health and Safety

- Support the Association to maintain a safe working environment.
- Be familiar and strive to follow any applicable federal, state, local regulations, Association health and safety policies, procedures, requirements or standards.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

Interact with integrity...So people are respected and engaged.

- Be honest and trustworthy, demonstrate high standards of personal conduct.
- Have a positive attitude.
- Involve others as appropriate when outcomes impact their work.
- Be diplomatic in your interactions with customers and stakeholders.
- Admit your mistakes and learn from them.
- Acknowledge the support and contributions of others.

Contribute positively to an inclusive environment...So people feel like they belong.

- Communicate across difference to create a collaborative, collegial, and caring community.
- Be cooperative, open and welcoming to all.
- Show respect, compassion and empathy for others, even in difficult situations.
- Engage and support others regardless of background or perspective.
- Speak up when others are being excluded or treated inappropriately.
- Actively support work-life integration.

Support the organization's shared vision and mission...I am trusted to move the Association and team goals forward.

- Show commitment to the Association's goals in delivering results.
- Anticipate, embrace, promote and implement change.
- Balance short-term gains with long-term vision.
- Be open and receptive to new information, ideas and approaches.
- Be adaptable, modify your preferred way of doing things when it benefits the whole.
- Support ideas, solutions and changes to processes to ensure high quality outcomes.

Communicate clearly and consistently...So people are informed and heard.

- Seek to understand and then to be understood.
- Demonstrate active listening skills.
- Express thoughts clearly, both verbally and in writing.
- Share knowledge and information.
- Give, receive and act upon helpful and timely feedback.

SKILLS FOR SUCCESS

(The following skills are essential for individual and organizational success.)

Act and take initiative...I take ownership of my work and results.

- Adopt a culture of sustainability and efficiency.
- Strive to develop and implement best practices
- Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas.
- Identify opportunities in challenges and show initiative.
- Reach out in a timely and responsive manner to resolve problems and conflicts.
- Anticipate and adapt to changing priorities and additional demands.

Display sound judgment in problem solving...People seek me out to find solutions to deliver results.

- Exercise sound judgment to make decisions and meet deliverables.
- Assess environment, economic, compliance and social impacts in decision-making.
- Demonstrate innovative, creative and informed risk taking.
- Apply analytic thinking, data and metrics to synthesize complex information.
- Anticipate obstacles and generate alternatives.
- Negotiate to find and orchestrate win-win solutions.

Proactively seek self-development and coaching opportunities...People see my commitment and passion to continuously develop.

- Be self-aware.
- Work to continuously learn and improve.
- Take measures to ensure personal well-being and balance.
- Seek and act upon performance feedback.
- Apply learning to evolving assignments.
- Actively manage your career.
- Encourage others to develop themselves.

Job Skills

- Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.
- Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.
- Understands, interprets and applies regulations, policies and contracts to deliver effective results.
- Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.