



MilkWorks

POSITION
Retail Assistant

REPORTS TO
Executive Director

General Description of Position

The Retail Assistant at *MilkWorks* is responsible for ordering, receiving, and, if appropriate, stocking retail inventory for our locations in Lincoln and Omaha. They will work as a team with the *MilkWorks* staff in all locations.

Hours & Wage

10-12 hours/week
2-4 days/week
May work out of Lincoln or Omaha location with occasional travel to other location
\$13-16/hour

Essential Characteristics & Requirements

The Retail Assistant is a critical member of the MilkWorks team. A passion for working with new families, comfort with technology, and a commitment to the mission of *MilkWorks* is vital. Additional requirements for the position include the ability to:

- Be responsible and on time, follow through with commitments, and work as a team
- Effectively multi-task
- Be comfortable with technology (email, scan, FAX, point of sale)
- Knowledge of inventory and stocking technology and techniques
- Basic mathematical skills

Essential Duties

- Order retail inventory from wholesale vendors for both Omaha and Lincoln office locations
- Communicate with vendors regarding shipping status, special orders, or concerns with received orders
- Count, sort, receive, and record inventory purchases into point of sale system
- Update point of sale system to include UPC information for new inventory items; when necessary, create and place pricing tags on inventory
- Appropriate transfer inventory between office locations
- Communicate in-person and via email with MilkWorks staff about inventory items
- Place inventory on sales floor, including replenishing inventory on sales floor from storeroom
- Make recommendations for sales items, clearance, and new inventory
- Other duties as assigned

Core Competencies

- Customer Focus
 - Gains insight into customer needs.
 - Identifies opportunities that benefit the consumer.
 - Builds and delivers solutions that meet customer expectations.
 - Establishes and maintains effective customer relationships.

MilkWorks

- Action Oriented
 - Readily takes action on challenges, without unnecessary planning.
 - Identifies and seizes new opportunities.
 - Displays a can-do attitude in good and bad times.
 - Steps up to handle tough issues.

- Collaborates
 - Works cooperatively with others across the organization to achieve shared objectives.
 - Represents own interests while being fair to others and their areas.
 - Partners with others to get work done.
 - Credits others for their contributions and accomplishments.
 - Gains trust and support of others.