



**Exciting opportunity for someone who loves chocolate and people.**

Bridge Street Chocolates in Phoenixville has an opening for a part-time sales associate for 2-3 days a week with increased hours during seasonal times and a potential to lead to full-time. Must be able to provide a great customer experience!

**ESSENTIAL FUNCTIONS**

- Greets and waits on guests.
- Maintains daily operations of retail shop while present and ensures the daily store maintenance to keep the shop at the height of attractiveness and cleanliness.
- Keeps retail shop clean and neat at all times.
- Communicate all major issues directly to Manager and owner for immediate resolution
- Maintains daily and open communication with owners, manager and staff in order to keep the store running smoothly.
- Assist with delivery check-in & unloading, and ensuring that all items are properly put away.
- Be ready to perform any other special in store merchandising or marketing projects as assigned. Be ready to do any other functions for the store as assigned and as needed, whether self-doing or making to-do lists for the pm staff or the a.m. staff for the next day, and leave any other notes necessary as part of regular team communication.
- Must be flexible and willing to work occasional weekend or additional shifts.
- May be requested to go to purchase necessary items for the Shop with petty cash.
- May need to complete minor production orders for special orders.
- Is always located in the retail space to ensure customers are getting the best service possible.
- Lead or participate in the creation of operational procedures for the store.

**ADDITIONAL RESPONSIBILITIES**

- Answers phone
- Takes phoned-in and walk-in and online orders
- Money handling
- Periodically may need to purchase items for the Shop.

**KNOWLEDGE, SKILLS & ABILITIES**

- Must have excellent people/customer skills
- Good math skills, have ability to read scale and run cash register
- Must be able to follow corporate policies and procedures
- Must have good organizational and follow through skills

**EDUCATION AND EXPERIENCE**

- High school diploma necessary
- Previous sales experience
- Previous food production experience preferred, especially with chocolate.

**PHYSICAL REQUIREMENTS**

- Ability to lift 20-30 lbs. in merchandise
- Ability to stand on feet in retail store environment for long periods

Send resume with hourly rate expectations to [bridgestreetchocolates@gmail.com](mailto:bridgestreetchocolates@gmail.com)

