



**Title:** Store Clerk

**Salary:** \$18 per hour

**Job Status:** Part Time, non-exempt

**Hours:** Up to 20 hours

**Location:** 970 Harris Road Suite 1B Grayslake, IL 60030

**About Liberty Prairie:**

Liberty Prairie is a 501(c)(3) nonprofit organization in Grayslake, Illinois. Our 95 acre conservation farm and programs focus on sustainable agriculture and environmental stewardship at the urban edge. Our mission is *to build skills and pathways toward land, human, and local economic health*. One of the ways we deliver on our mission is in the Liberty Prairie Farm Store.

**About the Liberty Prairie Farm Store:**

Located in Prairie Crossing's Station Square, we feature organically grown vegetables from our farm as well as fruit, grains, flours, meats, sauces, soups, and seasonal surprises, much of which is grown within 300 miles of the store. We are accessible by train, bus, car, bike and foot. One primary goal is for midwestern folks to have access to high quality midwestern food year-round. Currently we feature 33 farms and food entrepreneurs. We accept cash, credit, Senior and WIC FMNP program checks, SNAP/EBT. We offer Link Match vouchers!

**Role Summary:** Strong customer service, able to multitask, committed to food access in Lake County, friendly and outgoing demeanor. Farm Store service may involve standing or sitting for several hours, bending, crouching, reaching, lifting, and carrying.

**Reporting to** the Managing Director

**Farm Store Hours:** 10 a.m. - 6 p.m. Tuesday through Saturday, 1 - 6 p.m. Sunday. Exact shifts to be discussed.

**Note: Responsibilities include:**

- Operating the cash register
- Implementing WIC FMNP program check and SNAP/EBT regulations
- Contributing to continued improvement of POS platforms (Square, TotilPay)
- Provide a welcoming atmosphere for all including in all store processes
- Assist with communications and content to improve sales within the store and build social media and email marketing
- Provide exceptional customer service in the Liberty Prairie Farm Store each weekend
- Maintain a clean and tidy environment
- Stock shelves, break down boxes, receive orders, sweep and mop floors
- Connect customers with Liberty Prairie programs, communications, and resources
- Serve as an ambassador for all featured products reflecting farms and producers consistently

- Other tasks as assigned

**Requirements:**

- At least two years of Customer Service experience
- Teamwork oriented with outstanding leadership abilities
- Exceptional communication and interpersonal skills
- Detail oriented, strong organization, and time management
- Systems thinking and a desire for continual improvement
- Dependability
- Ability to lift 40 pounds

Liberty Prairie is an equal opportunity employer; people of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply. We are committed to building a team that represents a variety of backgrounds, perspectives, cultures, skills, and experiences, knowing that the more inclusive we are, the more successful we will be. Multilingualism is a plus.

Documentation establishing your ability to work in the United States is required along with the submission of fingerprints and the subsequent successful background check. Please note we require staff to be vaccinated for Covid unless they are exempted by law.