

Gustare Gourmet Supply Operations - Assistant

Job Description

As an assistant to our retail supply operations your strength, reliability and agility will be required. Gustare receives pallets of products/bottles weekly from our suppliers which need to be unloaded and transported to our retail shop. Additionally, you will be trained to assist with packing/shipping daily online/phone orders for pickup by Fedex. Your attitude and behavior must be consistent with our Gustare brand personality critical to the retail operations sales success of Team Gustare. This hourly role is expected to work a minimum of 20-25 per week (adjusted seasonally)

Roles & Responsibilities:

- Assist in receiving/unloading of weekly pallet shipments from our importer/suppliers
- Assist in transporting weekly replenishment needs from storage unit to retail shop
- Pack out processed orders for shipment 2-3 days per week. Suggest packing supplies replenishment needs
- Train to fill and seal bottles to assist sales associates labeling at retail store
- Confirm your availability and schedule weekly consistent with retail team calendar
- Become familiar with Gustare sales associates and offer lifting and cleanup support
- Maintain open communications with owners and retail operations manager
- Ensure timely replenishment on retail shelves by filling & sealing bottles
- Maintain a clean and orderly work environment. Collect and remove trash as needed
- Prepare for a 30-day review after training and annual performance review thereafter

Position reporting: Founder & Co-owner, Dave Ferraresi: dave@gustareoliveoil.com

Compensation: Hourly wage \$18/hour paid weekly