

Freeland Spirits  
PDX Retail Sales Associate



Job Description: Retail Sales Associate/ Bartender  
Location: PDX Airport  
Hours: Part Time, including weekends and holidays

#### About Freeland Spirits:

Freeland Spirits is a Portland, Oregon-based, women-owned and run distillery founded by Jill Kuehler in 2016, dedicated to crafting spirits with ingredients from the Pacific Northwest. Created by our innovative master distiller, we produce bourbon, gin, and rye using traditional techniques to highlight Oregon's agriculture.

#### Job Responsibilities:

The PDX Retail Sales Associate is responsible for daily customer service and retail sales at the Freeland Spirits PDX Tasting Room by providing welcoming and prompt service for our customers. As a retail sales associate, you will be the face of our brand, engaging with customers to provide a positive shopping experience. This requires detailed product knowledge with an emphasis on spirits education and brand promotion. This is a retail focused position with diverse and varied tasks which includes selling and sampling our spirits, making cocktails for our customers to daily inventory recording, stocking shelves, cleaning, and tracking daily sales.

#### Your key responsibilities will include:

- Welcoming customers with a friendly demeanor, offering product information, and assisting them in finding items.
- Understanding and promoting current sales, promotions, and She Flies Club membership to enhance the customer experience and drive sales.
- Maintaining a clean, organized, and visually appealing sales floor, including restocking shelves, arranging displays, and ensuring product areas meet merchandising standards.
- Answering customer inquiries regarding products, store policies, and services, providing knowledgeable and helpful responses to enhance satisfaction.
- Operating the point-of-sale (POS) system, processing payments, handling returns, and managing customer transactions efficiently and accurately.
- Assisting in inventory management tasks, including receiving shipments, conducting stock counts, and reporting low stock or product discrepancies to management.

- Supporting loss prevention efforts by monitoring the sales floor, reporting suspicious activity, and following security policies at PDX airport.
- Collaborating with fellow team members to achieve sales targets, meet store goals, and contribute to a positive team environment.
- Reporting to the Store Manager and/or Assistant Manager, ensuring that daily tasks align with store goals and standards.

#### Requirements and Skills:

- Strong communication skills and interpersonal skills to interact effectively with customers and other team members.
- 2 years experience in bartending, server is a plus!
- Ability to operate a cash register and point of sale (POS) system, with basic math skills for handling payments and calculating totals.
- Ability to work in a face paced environment and stand for long periods of time.
- Proficiency in Microsoft Word and Excel is a plus.
- A positive attitude and ability to handle multiple tasks effectively.

#### Education, Experience, and Licensing Requirements:

- High school diploma or equivalent required.
- 1 -2 years of experience in retail or customer service preferred.
- 1 -2 years of experience in bartending/serving preferred.
- Experience with cash handling, inventory management, and point of sale is an advantage