

Full Time Wool & Shop Attendant
Shepherd's Cross & Heart of the Shepherd

Heart of the Shepherd is seeking an outgoing individual that will help our farm and non-profit grow to the next level. Our business and mission is growing and we need a special someone to assist us.

Tasks vary but the following is a good overview:

- Assisting in the on-site farm shop – includes stocking; organizing; dusting; cleaning; tending to customers; cash register responsibilities, vacuuming, trash out
- Process wool & alpaca in our full service, all natural wool mill
 - Yarn work – spinning, weaving, dyeing, labelling, knitting, crocheting
 - Wool work – washing, dyeing, picking & carding, felting
- Assisting with educational, Biblically based tours (being a tour guide)
- General Office Assistant
 - Filing, maintaining and keeping organized office and shop areas
 - Assist with online sales through our online stores; includes shipping, receiving, updating products, and inventory.
 - Telephone answering
 - Computer work includes the following: Excel, Publisher, Word, Online sales

Qualifications:

- Enjoys working with the public, computer work & fiber arts work (yarn and wool/alpaca fiber)
- Organizational skills
- Cleaning skills
- Minimal Requirements:
 - Computer skills: Excel, Word
 - Yarn or fiber arts experience - some basic such as knit, crochet, felting or other
- This is a full time position Tuesday through Saturday
 - 8:30 – 5:30 – extended hours for special events
 - Arrangements can be made for 1 or 2 Saturdays off per month
- We are seeking someone that is willing to make a long term commitment (years).
- Working with fiber requires working in hot water; lifting, bending, walking up and down stairs

Additional Information

- Personality Characteristics Desired: outgoing, congenial, friendly, self- motivated, positive attitude, servant heart, strong work ethic
- Secretarial and office experience is desired, but not required.
- We provide extensive on the job training
- Heart of the Shepherd is a Christian non-profit (501-C3). Our objective is to teach about agriculture and how it relates to the Bible. Consequently a good knowledge about agriculture and the Bible is desired.
- Closed Thanksgiving week, Christmas week, New Years week, and July 4th
- Morning devotions daily at 8:30 am
- Position to be filled by March 15, 2021
- This position could be filled with two part time employees or one full time employee
- Salary Range: Commensurate with experience: \$8 - \$10 per hour commensurate with experience;
- Steps of the hiring process are:
 - Complete our application - available at the farm or on the careers page of the website
 - Background check
 - Reference check
 - Personal interview

If you meet the minimal qualifications & are seriously considering the position, please contact Dr. Diane Dickinson

Shepherd's Cross & Heart of the Shepherd
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