

WE'RE HIRING!

Shop Associate

Full Time Position

Starting at \$15/hour

Monday through Friday, 8:30am - 5pm

Every other Saturday, 9am - Noon

Job Duties:

- Operate point-of-sale system with consistency, speed, and accuracy
- Answer phone calls promptly and take phone orders
- Assist customers both in-store and on the phone with various ceramics-related questions
- Restock shelves and assist in receiving shipments of glazes and tools
- Weigh and portion dry materials for resale
- Mix dry glazes and simple dry recipes with accuracy and speed
- Pack products for UPS/USPS shipping
- Maintain a clean, tidy, welcoming shop front and checkout area
- Assist in loading and unloading kilns

Qualifications/Requirements:

- Experience and continuing interest in ceramics
- High school diploma or equivalent
- Strong customer service skills
- Strong communication and teamwork skills
- Basic computer skills
- Willingness to work 2 Saturday shifts per month
- Able to lift 50 pounds

To Apply: Complete the following application and turn in at the front desk or email to brent@armadilloclay.com

Include a copy of your resumé, if available.

Armadillo Clay Application for Employment

Please complete the following form and attach a copy of your resumé. If your resumé includes information requested on this form, you may skip said items on this form.

Name: _____ Phone Number: _____

Mailing Address: _____

Are you at least 18 years of age? **Y / N** Are you authorized to work in the US? **Y / N**

Have you ever been convicted of a crime? **Y / N** If yes, please attach an explanation.

Do you speak any languages besides English? **Y / N** If yes, please list: _____

Education

High School: _____ Graduated? **Y / N**

College / Vocational School: _____

Area(s) of Study: _____ Graduated? **Y / N**

Other Relevant Education (internships, apprenticeships, residencies, workshops, etc):

Work History

Current/Most Recent Employer: _____

Dates Employed: _____ - _____ Phone: _____ May we contact? **Y / N**

Job Description /Duties: _____

Employer: _____

Dates Employed: _____ - _____ Phone: _____ May we contact? **Y / N**

Job Description /Duties: _____

Employer: _____

Dates Employed: _____ - _____ Phone: _____ May we contact? **Y / N**

Job Description /Duties: _____

Availability

Please fill in the hours you are available during an average week.

<i>DAY</i>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>START TIME</i>						
<i>END TIME</i>						

Are you able/willing to work 40 hours per week? **Y / N**

Are you able/willing to work 2 Saturdays per month? **Y / N**

Job Function

The following questions are intended to help determine your ability to adequately perform essential job functions. **Are you able, without accommodation or within reasonable accommodation to:**

Stand, walk, crouch, bend, etc. for several hours at a time? Yes / No / Not Sure

Talk on the phone for extended periods of time? Yes / No / Not Sure

Lift heavy boxes/items in excess of 25 lbs? Yes / No / Not Sure

Lift heavy boxes/items in excess of 50 lbs? Yes / No / Not Sure

Accurately calculate basic math equations (addition, subtraction, percentages, and tax) with the aid of a calculator? Yes / No / Not Sure

Assist customers in a pleasant, patient, and helpful manner? Yes / No / Not Sure

Operate a computer (Windows) including basic office applications such as Excel, Word, and basic internet navigation? Yes / No / Not Sure

Operate a cash register and maintain a cash drawer and balance? Yes / No / Not Sure

Do you have experience working with clay? **Y / N** If yes, for how long? _____

Summarize the extent of your clay knowledge: _____

Do you have experience working with fused glass? **Y / N** If yes, for how long? _____

Summarize the extent of your glass knowledge: _____

Do you have reliable transportation and the ability to be at work on time consistently? **Y / N**