



ASSISTANT ROASTMASTER

Full-time, salaried position. Hours will be from 7:00 AM to 3:00 PM, Monday through Friday, though ideal applicant would be able to stay later as business dictates. Occasional Saturday hours may be required (with notice), however the business is closed on Sundays.

REQUIREMENTS

- * Must be a self-starter who can process a long list of to-dos daily
- * Ability to lift at least thirty pounds overhead
- * Customer-oriented people skills
- * Basic computer skills
- * Phone answering skills
- * Organization & Time Management skills
- * Must possess good command of the English language, both oral and written
- * Ability to multi-task
- * Ability to communicate clearly and concisely

PREFERRED

(We are willing to train the right person)

- * Knowledge of Microsoft Office or Open Office Suites, and Quickbooks
- * Barista Experience
- * Retail Management Experience
- * Coffee Roasting Experience

FUNCTIONS

The Assistant Roastmaster will be responsible for daily running Blanchard's Coffee Company retail space and working with the Roastmaster to increase its growth and profitability; will maintain organization of company files, orders, and client databases; will be responsible for billing retail subscribers and invoicing wholesale clients; will be responsible for putting together a monthly newsletter to go out to all customers (with contributions from all Blanchard's staff); will answer phones and input coffee orders into the ordering system; will assist Roastmaster with roasting, bagging, sealing, and boxing orders; will keep shop supplies in stock; other duties as needed.

This position would be ideal for a self-motivator who always wants to be learning more (specifically about coffee). Our company is tight-knit and small, and survives due to our employees' willingness to do just about anything in the name of a good cup of coffee. The environment is casual, but the hours can be long, and you'll always need a shower afterward. If you think you can be covered in coffee all day and still look forward to your next cup, you should probably apply.

Blanchard's Coffee Company has been roasting since 2005, bringing Richmond the best, freshest cup of coffee. We offer a 24-hour turnaround time for all clients, and can be found in many grocery stores, restaurants, and coffee shops in the Richmond area. We roast coffee from all around the world, and are certified Fair-Trade and Organic by TransFair USA & the CCOF. Though primarily a wholesaler, our retail space enables us to connect with our friends and neighbors directly, and serves as a headquarters from which we operate. We need someone who will represent us proudly and do justice to the coffee that we've made such a big part of our lives.