

The HoneyBaked Ham Company of Georgia, Inc.

RETAIL SALES ASSOCIATE JOB DESCRIPTION ESSENTIAL FUNCTIONS

- Services customers at the counter
- Waits on customers, answers questions, and suggestive sells customers on HoneyBaked Ham products, and accepts payment for purchases
- Operates register
- Accepts telephone orders; answers client phone inquiries
- Prepares store for opening (e.g. stock counter with supplies) and closing
- Handles routine store maintenance, including sweeping the store and cleaning counter and windows

OTHER FUNCTIONS

- Communicates effectively and efficiently to customers and associates • Maintains a professional appearance
- Ensures a respectful workplace KEY RESULT AREAS • Customer satisfaction • Timeliness in responding to customers
- Thoroughness and timeliness of work performed
- Conveys a sense of urgency and shows passion for what they are selling
- Delivers the —HoneyBaked experience to customers REQUIRED EXPERIENCE
- Strong communication skills
- Basic math skills WORKING CONDITIONS
- Requires long hours at the Holidays.
- Requires bending, stooping, standing for long periods.
- Requires bending, stooping, standing for long periods, twisting and lifting products and supplies of up to 25 pounds on a constant basis.

SAFETY HAZARDS OF THE JOB: • Requires working with hot, cold, and hazardous equipment and conditions. This job description does not list all the duties of the job. You may be asked by your supervisor or manager to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The HoneyBaked Ham Company of Georgia, Inc.

PRODUCTION ASSOCIATE JOB DESCRIPTION ESSENTIAL FUNCTIONS

- Prepares hams, turkeys, salads and sandwiches
- Cuts hams in half and pre-cleans them
- Slices, glazes and wraps hams and turkeys for display
- Unloads raw goods from trucks • Stores unusable hams
- Inspects and maintains production equipment
- Maintains and cleans production area, adhering to company safety and sanitation guidelines OTHER FUNCTIONS
- Complies with company standards
- Ensures a respectful workplace
- Contributes to the overall operations of the store and company KEY RESULT AREAS
- Customer satisfaction
- Timeliness in preparing products
- Controlling waste • Attention to detail
- Quality of effort; accuracy/thoroughness of work WORKING CONDITIONS
- Requires long hours at the Holidays.
- Requires bending, stooping, standing for long periods.

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