



POSITION PROFILE

Retail Sales Associate

J.K. Adams Co. • The Kitchen Store • Dorset, Vermont

The Opportunity

The Kitchen Store at J.K. Adams is looking for a career-oriented retail professional to join our inside sales team in Dorset. If you're passionate about cooking, baking, and entertaining — and you love sharing that knowledge with others — this role puts you on the floor as the face of a brand with over 80 years of American craftsmanship behind it.

About J.K. Adams

J.K. Adams Co., based in Dorset, Vermont since 1944, is a heritage American woodworking company specializing in cutting boards, serving boards, wine racks, rolling pins, and kitchen accessories — all designed and crafted at our Dorset facility. Our products are what most people know us for, but our employees are what set us apart: many team members have been with us for over 10 years, several for over 30, and one for over 55.

Position Summary

Reporting to the Retail Manager, this role is responsible for representing the J.K. Adams brand on the floor of The Kitchen Store — achieving sales goals, guiding customers with suggestive selling and product knowledge, keeping the sales floor stocked and presentable, and handling incoming and outgoing shipments.

Key Responsibilities

- Act as an ambassador for the J.K. Adams brand, representing our commitment to quality, design, and customer service.
- Achieve defined sales goals.
- Maintain working knowledge of inventory for suggestive selling that boosts sales and improves the customer experience.
- Assist customers by providing individualized attention.
- Build and maintain knowledge of the full J.K. Adams product line.
- Learn and operate the store's POS system with basic computer skills.
- Stock and maintain the sales floor.
- Receive shipments into and out of the store.

Candidate Profile

- Outgoing, friendly, and personable, with a positive attitude.
- Team-oriented, with the ability to take direction and execute with precision.
- Able to multi-task in a fast-paced retail environment.
- Flexible with scheduling — weekend and holiday availability required; ideal schedule covers one weekend day on, one off.
- Physical strength to reach, move, and handle merchandise in high and low areas.
- Prior retail experience.
- Successful sales experience.
- Well-rounded knowledge of cooking, baking, and home entertaining.

What We Offer

- A fun, friendly, team-driven work environment.

- A store discount, effective immediately at time of hire.
- Earned sick time.
- Opportunity to grow and advance within the company.

Key Competencies

- Brand ambassador — represents J.K. Adams's quality, design, and customer-service standards on the floor.
- Product-knowledgeable — translates cooking, baking, and entertaining know-how into confident, suggestive selling.
- Reliable and flexible — covers weekend and holiday shifts and adapts to the pace of retail.
- Physically capable — comfortable stocking, moving, and receiving merchandise throughout the day.

J.K. Adams Co. • Dorset, Vermont • Est. 1944 • Rev. August 2026

Title	Retail Sales Associate	Job Level	TBD
Department	Retail — The Kitchen Store	Reports To	Retail Manager
Direct Reports	N/A	Status	Part-Time (15–24 hrs/wk)
Location	Dorset, VT (on-site)	Compensation	\$18.00/hour