

# Job Posting

**Position:** Customer Service Representative  
**Company:** Callahan Meats, Inc.  
**Location:** Barnesville, MN  
**Job Types:** Full Time  
**Pay Range:** \$15.00 - \$18.00 per hour, DOE



## About Us:

Callahan Meats is transitioning to a USDA Certified beef and pork processing plant located in Barnesville, MN. We are committed to providing high-quality meat products to our customers. We prioritize animal welfare, food safety, and employee well-being in all aspects of our operations.

## Overview:

The Customer Service position at Callahan Meats involves a dynamic role where you will oversee the retail sales counter, ensuring a welcoming and efficient experience for our customers. Your responsibilities include answering phone inquiries, providing customers with information about our products, manage social media marketing, and promptly notifying customers when their orders are ready for pick-up. Additionally, you will handle various general tasks to maintain the smooth operation of our retail space, contributing to a positive and professional atmosphere. This role requires excellent communication skills, a friendly demeanor, and a commitment to delivering top-notch customer service.

## Duties and Responsibilities:

### **Retail Sales Counter:**

- Greet customers warmly and provide assistance with their purchases.
- Process sales transactions efficiently and accurately using the point-of-sale system.
- Maintain an organized and well-stocked retail area, ensuring product displays are appealing and up-to-date.
- Handle customer inquiries and resolve any issues or concerns promptly and professionally.

### **Customer Communication:**

- Schedule processing dates with local farmers to ensure a full and efficient production schedule
- Answer incoming phone calls, addressing customer questions about products and orders
- Proactively notify customers when their orders are ready, ensuring timely pick up and customer satisfaction
- Manage all Social Media marketing

### **General Tasks:**

- Assist with inventory management, including receiving deliveries, restocking shelves, and conducting regular stock checks.
- Perform routine cleaning and maintenance tasks to keep the retail area clean, safe, and welcoming.

- Work with plant manager to order product and supplies
- Support team members with various tasks as needed to ensure smooth daily operations.
- Be flexible to work in the back as needed

**Qualifications:**

- Previous experience in a customer service role, preferably in a retail or food service environment.
- Excellent communication and interpersonal skills, with a friendly and professional demeanor.
- Strong organizational skills and attention to detail.
- Ability to multitask and handle a fast-paced work environment.
- Basic computer skills and familiarity with point-of-sale systems.
- Flexibility to work various shifts, including weekends and holidays as needed.

**Physical Requirements:**

- Ability to stand for extended periods.
- Ability to lift and carry items up to 50 pounds.
- This position requires the employee to be in refrigerated processing and warehouse areas. These areas are cold and wet and exposure to moving machinery are a regular occurrence
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Benefits**

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Paid Holidays
- Paid Vacation

**How to Apply:**

Interested candidates are invited to submit their resume to [www.callahanmeats.com](http://www.callahanmeats.com)

Resumes or questions can also be emailed to: [brian@callahanmeats.com](mailto:brian@callahanmeats.com)

Callahan Meats is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.