



Cow Creek Government Office

Takelma Roasting Intern

Job Code: 1390
Department: Education
Location: Roseburg, OR.
Minimum Hourly: \$15.00

POSITION PURPOSE:

Assist in all aspects of Takelma Roasting and the Tribal Market including production, stocking, completing orders, sales, events, and providing customer service.

Position Duties:

- Assists in roaster operations and daily production.
- Follows company policies, practices, and procedures.
- Assists in quality control, inspections, and reporting.
- Maintains supplies and inventory.
- Assists with customer orders and customer service.
- Helps other team members with daily tasks.
- Assists with Tribal Market orders and service.
- Other duties as assigned.

QUALIFICATIONS:

- Currently enrolled in high school.
- Able to read and comprehend directions and manuals.
- Effective communication skills: face to face, phone, emails.
- Positive attitude, eager to learn, willing to take direction,
- Able to maintain composure when under stress.
- Able to pay close attention to detail.