



<b>Job Title:</b>	Studio Assistant-1 <sup>st</sup> Level	<b>Job Location:</b>	Bridgewater
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> justclayingaroundllc@gmail.com Subject Line: JCA Employment		<b>MAIL:</b> Just Claying Around, LLC 552 Bedford Street Bridgewater, MA 02324	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Your primary responsibility is to provide customers a fun and relaxing atmosphere while they create their craft projects.</p> <p>Other responsibilities are:</p> <ul style="list-style-type: none"> <li>• General Cleaning and Upkeep of studio</li> <li>• Welcome incoming Customers, with a friendly greeting. Ex. "Hi, how are you today?"</li> <li>• Assisting Parties, Groups, and Classes</li> <li>• Explaining Craft Procedures</li> <li>• Helping customers find materials and tool they need</li> <li>• Keeping up with a Daily Activities Checklist</li> <li>• Other Duties as Assigned by Manager or senior staff</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Positive Attitude</li> <li>• Friendly Personality</li> <li>• Punctuality is a must</li> <li>• Honesty</li> <li>• Must be able to lift 30lbs on a regular basis</li> <li>• No educational requirements</li> </ul> <p><b>PREFERRED SKILLS</b></p> <p>Can speak clearly to people who are unfamiliar to you, AKA "customers." We can teach this skill to the right employee. Willingness to pitch in when needed and do more than required.</p>			
Last Updated By:	J Conway	Date/Time:	08.13.2021