



Job Title:	Herb Department Herbalist 3 Position
Hourly Compensation:	\$11 per hour
Hours:	8:30 – 5:00 p.m. Monday – Friday Full Time, 40 hours per week
Department:	Herb Department, Reports to Herb Department Manager
Closing Date:	Open Until Position Filled

Position Description

Performs the general duties of the Herb Department Herbalist; making Vasant Lad's teas and bagging it for the store, taking telephone calls, bagging and stocking herbs, preparing orders, maintaining an orderly Herb Department, and other various duties assigned by the Herb Department manager.

- The Herb Department functions together as a team. From time to time you may be asked by the Herb Department Manager to pitch in and help with a job that is not normally part of your job description.
- This is a full-time hourly position.

Department Expectations

To perform this job successfully, an individual must be able to perform all of the essential duties indicated above, in a satisfactory way. Further requirements are:

- Full-time position, 40 hours per week.
- Hours of operation for the Herb Department are 8:30 to 5:00 pm Monday through Friday.
- Eight-hour workdays are normally expected.
- Employees must be punctual and be ready to work by 8:30 am.
- Lunch breaks are 1/2 hour, unpaid, and scheduled with the approval of the Herb Department Manager.

Supervision and Guidelines

- Under direct supervision of the Herb Department Manager.
- Guidelines include all Ayurvedic Institute policies and office procedures.

Primary Tasks, Duties, and Responsibilities

- 1) Taking telephone calls
 - a) Writing orders
 - b) Answering questions about herbs and products
 - c) Answering questions / correcting problems with orders
- 2) Bagging food for the store.
 - a) Keep backup bins full and well stocked.



- b) Keeping the store stocked throughout the day.
- c) Stocking cupboards at the end of the day.
- 3) Print labels
 - a) Print labels for all in house bagged products
 - b) Print labels for Sidha Soma Supreme products.
- 4) Preparing orders, as a back up
 - a) Mix custom herb mixtures for phone-in, mail-in, walk-in orders and students/employees.
 - b) Assemble products for PK clients and shipping
- 5) Maintaining an orderly Herb Department
 - a) Keep station clean, organized and well stocked, pulling from the organized back-stock area.
 - b) Record low herbs, products and station supplies on Herb Department “Needs Lists”
 - c) Keep herb dispensing jars “full”
 - d) Keep work stations clean and functional
 - e) Other Herb Department cleaning as needed
- 6) Various duties assigned by the Herb Department manager.

Education and Experience

- High School graduate or equivalent.
- Completion of the Ayurvedic Institute's Ayurvedic Studies Program is desirable but not mandatory.
- Additional herbal knowledge and experience is desirable.

Skills and Knowledge

- Desire and ability to work as a team member and communicate effectively with other employees and the public is mandatory.
- Maintaining a courteous and tactful demeanor when speaking with clients, students, people on the phone and other employees is mandatory.
- Ability to work in stressful demanding environment is mandatory.
- Ability to successfully manage several tasks at once and work with interruptions is mandatory.
- Familiarity with Vedic teachings and traditions of India and Ayurveda is desired.

Application Instructions

To be considered for this position, email your resume and a cover letter explaining your interest to careers@ayurveda.com. Please include the position title in your email subject line.

Thank you for your interest in working at The Ayurvedic Institute!