Employment Application for The Olympia Food Co-op

General Staff/Collective Member

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_ Cell or Other Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At the co-op we value everyone’s right to self-identify. Let us know if there’s any information you’d like us to have about how to address you.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_

***Please be advised that we will contact your references.*** *Make sure that references listed are available for comment and that contact information is accurate and usable.*

**WORK REFERENCES:**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | **RELATIONSHIP, YEARS KNOWN** | **PHONE** | **EMAIL** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

PERSONAL REFERENCES:

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | **RELATIONSHIP, YEARS KNOWN** | **PHONE** | **EMAIL** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Have you ever applied before? If so, when?\_\_\_\_\_\_\_ Where did you find out about this job?\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions concisely but with as much detail as you think necessary**. IN ORDER FOR US TO CONSIDER YOUR APPLICATION, YOU MUST SUBMIT THIS FORM, ANSWER ALL OF THE QUESTIONS, and you must submit a rÉsumé, including your work (paid or volunteer) and education history.**

1. Describe any experience you have had in retail or business, including experience coordinating the work of others and customer service work experience.
2. How have you experienced and responded to oppression? Give a specific example.
3. Describe your experiences working in a group setting. What roles have you taken and why?
4. Describe a complex project for which you had primary or sole responsibility.
5. Describe a situation where you had a conflict with a coworker. How did you address it?
6. Describe volunteer experience you have had.
7. Describe your availability for work. What other life plans do you have?
8. What personal limitations would you bring to this job?
9. Please write a short essay for the hiring committee describing why you want to work at the Co-op, what you would contribute, what you would hope to gain, and anything else you would want the committee to know. One page recommended.

**(OVER FOR PAGE 2)**

**APPLICATION** **PAGE TWO**

Are you a former or current volunteer, or former staff member at the Olympia Food Co-op?

YES\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_

If yes, please list approximate dates and positions held.

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Please read carefully, initial each paragraph and sign below

\_\_\_\_\_\_\_\_\_\_I hereby authorize the Olympia Food Co-op to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Olympia Food Co-op any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the cooperative, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

 \_\_\_\_\_\_\_\_\_\_I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Olympia Food Co-op. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the cooperative, and that no promises or representations contrary to the foregoing are binding on the cooperative unless by written resolution of the Co-op’s Board of Directors.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once submitted, all application materials become the property of The Olympia Food Co-op.

#### http://www.olympiafood.coop/OFCwiki/FINALOFCLOGOBWTEMP.jpg

#### ABOUT THE CO-OP

The Olympia Food Co-op is a not-for-profit, member owned, collectively managed natural foods grocery store. More than 80 staff people share responsibility for operating 2 stores in Olympia. The organization is governed by a board of directors, who are elected by the membership. (See the Co-op’s bylaws for more info)

Work at the Co-op is busy, fast-paced, and physically demanding. Much of the work is self-directed, and must be carried out in a crowded, hectic environment. The collective management structure is one where every Staff person is expected to participate in the decision-making process, and everyone assumes responsibility for the overall operation and welfare of the business. The Staff and the rest of the Co-op organization make group decisions by consensus. This is a process where all participants work to develop decisions together. All participants receive training for this process. (See the attached “A Consensus Primer” for more info)

#### INCLUSIVE RECRUITMENT

The Co-op’s hiring process incorporates procedures and practices that attempt to remove barriers to classes of people who are oppressed or are denied power and privilege in society generally. These classes of people include (but may not be limited to) people who are discriminated against based on race, sex, religious creed, age, disability, size, sexual orientation, gender orientation, marital status and economic status or history. We welcome feedback and ideas concerning our efforts to diversify.

#### HIRING PROCESS

The Co-op always accepts applications, whether we are currently hiring or not. The Co-op assesses our hiring needs twice a year, and generally hires once a year around the end of the calendar year, unless a strong need to hire is identified sooner.

Applications are reviewed by a Staff Hiring Team. New applications are reviewed monthly, and all applicants will be notified, whether or not they are selected for interviews. Applicants who receive first interviews are then notified whether or not they have been named as finalists. Finalists remain “active” for twelve months from the date of their first interview and will be considered for second interviews when openings occur. After second interviews, the Hiring Team will make hiring recommendations to the Standing Hiring Committee, a committee of the Co-op’s Board of Directors, and the Standing Hiring Committee will make hiring proposals to the Board of Directors. The Board makes all final hiring decisions.

#### APPLICATION SUBMISSION PROCEDURE AND TIMELINE

**To apply, read the job description, complete an application and submit a resume. All questions must be answered completely to be considered for an interview.** Applications can be submitted in either of the following ways:

1. In person, at either store: There are boxes in the front of the stores for completed applications.
2. By US mail: Olympia Food Co-op Hiring, Attn: Hiring, 921 N Rogers, Olympia, WA 98502

Applicants will be notified by the end of the month following the month that the application was submitted. For example, if you submit your application any time between April 1st and 30th, you will be contacted by the end of May.

If you have questions or need more information, please contact Olivia Love, Hiring Facilitator, at 754-7666, or by Email to hiring@olympiafood.coop

##### OLYMPIA FOOD CO-OP STAFF JOB DESCRIPTION

**GENERAL DESCRIPTION:**

Co-opstaff members operate as a collective and are responsible for coordinating the stores’ operations. Additionally, all staff participate in collective governance and decision-making and anti-oppression work.

Staff responsibilities are outlined in the Co-op’s bylaws, and include a wide variety of tasks related to store operations and governance. These include product department management, merchandise buying, retail floor coordination/customer service, supervision of volunteers, store supervision, cashiering, stocking, food preparation, accounting, quarterly inventory, etc.

**Requirements**
Applicants must

* work at least 30 hours/week
* have physical abilities to lift and carry 10-50 lbs repeatedly over the course of one day
* have physical abilities to perform general grocery tasks, stocking, cashiering, delivery receiving, etc.
* speak, read, and write English
* have basic math and money-handling skills
* be able to make a one-year commitment if hired
* have flexibility in scheduling, and be available for on-call work
* be able to work morning, evening, and weekend hours
* have willingness to learn and participate in a cooperative workplace
* be able to give helpful, considerate, thorough customer service

**PREFERRED QUALIFICATIONS:**

* Retail or food service work experience
* Customer service work experience
* Group/collaborative decision making experience
* Demonstrated communication skills - verbal and written
* Project, organization or business management experience
* Fluency in a language other than English
* Basic computer literacy skills
* Advanced math and money handling skills
* Multi-tasking and problem-solving skills

**WAGE:**

As of (1/2017). Pay starts at $14.50/hr and increases to $15.18/hr after one year of employment. Wage increases occur yearly, and the wage scale is the same for all staff regardless of job duties.

**HOURS:**

During the trial period, the weekly hourly commitment will be a minimum of 30 hours per week, with the possibility of up to 40 hours per week*.* Hours will be a combination of permanent, as needed, and on-call shifts. The first 1500 hours of employment are a trial period. New Staff receive thorough training and gradually assume increased hours and responsibility in their job description duties.

**BENEFITS:**

Benefits include medical and dental insurance, vacation and sick leave, retirement benefits, and discounts on purchases. All benefits are pro-rated as a percentage of full time work. Full-time is considered 30 hours per week.

#  **A CONSENSUS PRIMER**

# **General Description of Consensus**

Consensus describes a method which is used by groups to reach agreement on a particular decision. Consensus can be a powerful tool for building group unity and strength, and for choosing wise, creative courses of action. Because all interested parties are given an opportunity to participate in the actual decision-making process, this process fully utilizes the resources of the group, and it is more likely that all of the participants’ needs will be met. A healthy consensus decision making process encourages dissent, and attempts to accommodate the views of minority opinions.

In our culture, a more widely used method for group decision-making is voting, where a simple majority or a weighted majority determines the outcome of a decision. This method tends to pit participants and solutions against each other, creating “winners and losers”. Consensus stresses the cooperative development of a decision with members of the group working together rather than competing against each other’s interests. This can help to fairly distribute any negative impacts related to the decision, and builds an environment of compromise and understanding of differences between members of the consenting group.

Consensus can be particularly beneficial for groups that include people whose minority opinions often go unheard. Traditional, hierarchical decision-making structures have been used historically to uphold systems of oppression, at times silencing the voices of those who are most affected by those decisions. Consensus can be an inclusive, educational, community-building tool which recognizes the value of difference.

**Factors that contribute to success:**

In order for consensus to work, all participants must share some common goals. The participants need to believe that all members of the group share the goal of solving the problems at hand. All participants need to act in a fair and reasonable manner, and must have the organization's best interests at heart. This requires:

1. Clear expectations – there need to be in place agreements between all participants to use the process in good faith.
2. Collective support – all participants must accept responsibility for their participation as a part of a process that may differ from what their personal and individual goals may be.
3. Mutual trust – there must be an environment in which workers can trust others and be trusted by others.
4. Mutual respect for people and their work – there must be an environment where all workers feel that they are respected by their peers, and that their work is considered valuable towards reaching the group’s common goals.
5. Communication – Consistent, reliable methods for ensuring ongoing open channels for giving and receiving constructive ideas. The air must be relatively clear so that the issue at hand can receive the attention and focus required.
6. Facilitation – in meetings, assistance with reaching agreements; outside of meetings, assistance with attaining and maintaining the other factors listed above.