



# Part Time Flex Staff Application for the Olympia Food Co-op

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PHONE** (Best to reach you at) \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

At the Co-op we value everyone's right to self-identify. Please share a preferred name and pronouns so that we may address you correctly: \_\_\_\_\_

## **APPLICATION CHECKLIST:** *(incomplete applications will not be considered)*

- ⇒ Read the information for prospective applicants attached to this document
- ⇒ Complete reference list
- ⇒ Read and initial availability requirements
- ⇒ Complete availability questionnaire
- ⇒ Complete all questions on pages 3 - 4
- ⇒ Initial, sign, and date page 4
- ⇒ Attach a resume. We prefer a resume tailored to this position. It's okay if you need two pages to include all your relevant experience. Include dates of employment. No cover letter is needed.

**REFERENCES:** *(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 (3):**

Work references can be for unpaid or paid positions. They can be supervisors, managers/owners, co-workers, employees, or clients. References from the most relevant and recent positions and from a variety of jobs are preferred.

	NAME	RELATIONSHIP	YEARS KNOWN	PHONE	EMAIL
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

**AVAILABILITY REQUIREMENTS:** *Please read carefully, and initial statement below.*

*The Flex Staff position at the Olympia Food Co-op is a part time position with no regularly scheduled hours. Flex Staff may work up to 29 hour/week. There are no weekly minimum hour requirements from a Flex Staff member. Flex Staff get to determine when to be scheduled to work and, in the departments or shifts you are trained for. The work is primarily in cashiering, customer service, stocking, and food prep. More information is included in this application packet. Flex Staff at the co-op agree to:*

- ⇒ Communicate regularly with on call and scheduling systems to support store operations.
- ⇒ Participate in our online scheduling rotation every two weeks.
- ⇒ To show up on time for all shifts you take unless you are ill or have an emergency.

\_\_\_\_\_ I have read and understood the availability requirements. If I cannot meet them but still wish to be considered, I have explained on the next page in question #6.

## AVAILABILITY QUESTIONNAIRE:

1. Please list the hours you will be available to work if hired:

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

2. On what date would you be available to start working? \_\_\_\_\_

3. How many hours per week would you desire to work at the co-op (up to 29 hours)? \_\_\_\_\_

4. What is the minimum number of hours you can work? \_\_\_\_\_

5. What is the maximum number of hours you can work (up to 29 hours)? \_\_\_\_\_

6. Tell us about any other scheduling commitments that may impact your ability to work a shift at the co-op: \_\_\_\_\_  
\_\_\_\_\_

## SHORT ANSWER QUESTIONS:

1. Have you ever applied before? If so, when? \_\_\_\_\_

2. Where did you find out about this job? \_\_\_\_\_

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

4. If yes, please list approximate dates and positions held. \_\_\_\_\_  
\_\_\_\_\_

5. Are you able to lift up to 50 pounds with or without accommodation? \_\_\_\_\_

## LONGER ANSWER QUESTIONS:

Please answer the following questions on a separate sheet(s) of paper. Each answer should be 1-2 paragraphs long. Typewritten answers strongly preferred. Please limit your answers to individual questions to 200 words or less.

1. Describe your interest or experience in food service and/or customer service positions..
2. Describe your interest in cooperatives and/or food justice.
3. Describe a situation where you had a conflict with a customer or client. How did you address it?
4. Is there anything else you would like us to know about why you want to work at the co-op?

**SIGNATURE:** *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.*

# 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 Collective 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 Collective 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.

## **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.

Applications are reviewed by a staff collective Interview 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 recommended and approved as finalists by a committee made up of staff and board members. Finalists remain "active" for twelve months from the date of their first interview and will be considered for second interviews when openings occur.

## **APPLICATION SUBMISSION PROCEDURE AND TIMELINE**

To apply, complete all steps of the application checklist. The application must be completed in its entirety to be considered for an interview. Paper applications must be single-sided. Applications can be submitted in any of the following ways:

- ⇒ In person at either store by giving the application to a staff member.
- ⇒ By US mail: Olympia Food Co-op Hiring, Attn: Hiring, 921 N Rogers, Olympia, WA 98502
- ⇒ By email: [hiring@olympiafood.coop](mailto:hiring@olympiafood.coop). Please send as an attachment. PDF preferred.

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 Erin Majors, Hiring Facilitator, at (360)754-7666, or by email to [hireing@olympiafood.coop](mailto:hireing@olympiafood.coop).*

# Olympia Food Co-op Flex Staff Job Description

## **GENERAL DESCRIPTION:**

Co-op Flex Staff members operate as an on call and fill in support staff. Flex Staff are responsible for responding to our on-call dispatch and bi-weekly scheduling system.

Flex Staff responsibilities are outlined in the Co-op's staff handbook and include a wide variety of tasks related to store operations. This includes retail floor coordination/customer service, supervision of volunteers, store supervision, cashiering, stocking, food preparation, warehouse coordination, online order work, etc.

## **REQUIREMENTS:**

Applicants must:

- ⇒ be 18 years or older
- ⇒ commit to working a minimum of 7 hours per week
- ⇒ attempt to work with scheduling and on call systems and work no more than 29 hours/week
- ⇒ have physical abilities to lift and carry 10-50 lbs repeatedly over the course of one day with or without accommodation
- ⇒ 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 *(continued next page)*

- ⇒ Demonstrated communication skills - verbal and written
- ⇒ Fluency in a language other than English
- ⇒ Basic computer literacy skills
- ⇒ Advanced math and money handling skills
- ⇒ Multi-tasking and problem-solving skills

**WAGE:**

Flex Staff will receive a starting wage of \$20.50 and are given raises based on the following wage scale with raises being based on working 1300 hrs.

1st YR     20.50

1300 hrs   20.85

1300 hrs   21.20

1300 hrs   21.55

1300 hrs   21.90

1300 hrs   plus  
              0.20

**HOURS:**

Hours will be a combination of bi-weekly, scheduled as needed, and on-call shifts. Flex Staff receive thorough training in various departments and shifts as needed. All Flex Staff must work a minimum of 7 hours per week and no more than 29 hours per week.

**BENEFITS:**

Benefits include paid sick leave and a purchase discount. Flex Staff and their designated family receive 20% off eligible Co-op purchases. This discount is paused if they don't work for more than 1 month and will resume when they start taking shifts again. We also offer purchase discounts for employees' childcare providers

The Olympia Food Co-op offers a matching retirement contribution beginning in the year following earnings of at least \$5,000 at the Co-op. We also offer entry into an Employee Assistance Program.