



# Full Time Staff Collective Manager 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 lists
- ⇒ Read and initial availability requirements
- ⇒ Complete availability questionnaire
- ⇒ Complete all questions on pages 4 - 5
- ⇒ Initial, sign, and date page 5
- ⇒ 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.	_____				

**Personal References (2):**

Good people to use for personal references include friends, housemates, classmates, teachers/mentors, people with whom you have collaborated on projects or with whom you belong to a group or organization.

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

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

*The Olympia Food Co-op provides extensive paid training for new employees. Because of the amount of training that happens within the first six months, new employees need the following availability:*

- ⇒ Be available a minimum of 30 hrs/wk, 5 days a week for the first two months of employment.
- ⇒ Take no additional time off (besides your regular days off) during your first two months.
- ⇒ Take no more than 7 consecutive days off once during the first six months.

*In addition, all Olympia Food Co-op staff members agree to:*

- ⇒ Work at least one opening shift (beginning between 5am and 8am) or one closing shift (ending between 7pm and 9:30pm) weekly
- ⇒ Work at least 4 hours every weekend
- ⇒ Be on-call for shifts. On-call coverage may last up to 7 days in a row and may occur as many as 5 times per year.
- ⇒ Participate in inventory 2 times per year. Inventories go as late as 12am.
- ⇒ Produce and deli workers participate in after-hours cleanings multiple times a year. Cleanings go as late as 12am.

\_\_\_\_\_ **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 #7.**

## 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? \_\_\_\_\_

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

5. What is the maximum number of hours you can work? \_\_\_\_\_

6. What is the minimum amount of time (months or years) that you could see yourself working at the co-op, if you are satisfied with your job? \_\_\_\_\_

7. Do you have any non-medical restrictions or scheduling commitments that would interfere with your work schedule? If yes, please describe. \_\_\_\_\_

## 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 are strongly preferred. Please limit your answers to individual questions to 200 words or less.

1. Describe your interest or experience in managing a business.
2. Describe your interest or experience in consensus decision making and cooperative business models.
3. The Co-op is committed to prioritizing diversity, equity, and inclusion (DEI) in our policies and procedures, as well as in how we interact within our community. What do these values mean to you in your professional and/or personal life?
4. Describe your understanding of, or interest in, food justice and food systems.
5. Describe a specific situation where you had a disagreement with another person and how it was resolved. This can include a professional, volunteer, or academic setting or with housemates or members of groups you participate in. Please be as specific as possible.
6. Is there any additional information you'd like to share?

**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 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 generally hires once a 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 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 application 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 [hiring@olympiafood.coop](mailto: hiring@olympiafood.coop).*

## Olympia Food Co-op Staff Job Description

### **GENERAL DESCRIPTION:**

Co-op staff 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:

- ⇒ be 18 years or older
- ⇒ 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 *(continued next page)*
- ⇒ 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:**

Pay starts at \$22.60/hr. 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, dental, and vision insurance, vacation and sick leave, retirement benefits, and discounts on purchases. Collective Staff and their designated family receive 20% off eligible Co-op purchases. We also offer purchase discounts for employees' childcare providers and entry into an Employee Assistance Program. Additionally, employees may receive annual bonuses based on annual profit.

## A Consensus Primer

**GENERAL DESCRIPTION OF CONSENSUS**

Consensus describes a method which is used by groups to reach agreement on a 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 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:

- ⇒ **Clear expectations** – there need to be in place agreements between all participants to use the process in good faith.
- ⇒ **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.
- ⇒ **Mutual trust** – there must be an environment in which workers can trust others and be trusted by others.
- ⇒ **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. *(continued next page)*
- ⇒ **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.
- ⇒ **Facilitation** – in meetings, assistance with reaching agreements; outside of meetings, assistance with attaining and maintaining the other factors listed above.

### 2025 Wage Scale

Starting	\$22.60
1 YR	\$23.22
2 YR	\$23.54
3 YR	\$23.94
4 YR	\$24.27
5 YR	\$24.54
6 YR	\$24.81
7 YR	\$25.06

8 YR	\$25.34
9 YR	\$25.60
10 YR	\$25.86
11 YR	\$26.13
12 YR	\$26.40
13 YR	\$26.66
14 YR	\$26.91
15 YR	\$27.17
16 YR	\$27.42
17 YR	\$27.75
18 YR	\$27.92
19 YR	\$28.17
20 YR	\$28.42
21 YR	\$28.67
22 YR	\$28.92
23 YR	\$29.17
24 YR	\$29.42
25 YR	\$29.67
27 YR	\$30.17
28 YR	\$30.42
29 YR	\$30.67
30 YR	\$30.92
31 YR	\$31.17
32 YR	\$31.42

33 YR	\$31.67
34 YR	\$31.92
35 YR	\$32.17
36 YR	\$32.43
37 YR	\$32.68
38 YR	\$32.93
39 YR	\$33.18
40 YR	\$33.43