



Welcome to the Applicant Packet for **Team Leader** positions at Friendly City Food Co-op. We appreciate your interest and the time it takes to carefully complete this application. We encourage you to retain this cover letter and the job description for your reference. Before moving forward with this application please know that:

- Friendly City does not have seasonal employment. We ask for at least a 12-month commitment;
- Most Team Leaders will have a typical or routine schedule, but shifts and hours are subject to change, especially during start-up months;
- This position requires weekend availability;
- Friendly City's goal is to be the most welcoming store in the Valley and we are looking for applicants that will help us reach that goal!

In addition, it is important to note that working at Friendly City requires the wearing of multiple hats. Our management team is responsible for supervising their team members; meeting objectives for sales, labor, margin, and inventory turns; selecting, pricing, and promoting designated products; and for providing prompt, friendly, helpful customer service; and helping out in other departments as needed.

Friendly City Food Co-op is managed as a service to Friendly City member owners, in line with the goals established by their elected stewards, the Board of Directors. Co-op management takes compassion, intention and responsibility. Making a commitment to become a Friendly City manager requires hard-work, dedication, high yet reasonable expectations, bravery, care, and flexibility.

The position currently being offered is 40+ hours per week. Our compensation package includes: a competitive salary plus a benefits package. This benefits package includes: an empowered work environment, a 15% employee discount on purchases at the co-op, health and medical insurance (shared cost), paid personal time off, and merit-based raises.

You must submit a completed application in order to be considered for this position. We are currently reviewing applications and conducting interviews.

Due to the large number of applications we receive, we regret that we are unable to follow up with each applicant. We will, however, make a strong effort to make personal contact by phone with those who have been interviewed once our decision has been reached.

In Cooperation,
Friendly City



Application for Employment

Check the Team Leader position(s) for which you are applying:

- Food Service Front End Grocery
 Marketing & Owner Services Produce Wellness

Name: _____ Date: _____

Present Address: _____ Zip: _____

Permanent Address: _____ Zip: _____

Home Phone # _____ Other # to reach you: _____

Email: _____

Language(s) spoken fluently: _____

If hired, can you furnish proof that you are eligible to work in the U.S.? Yes No

Are you 18 years or older? Yes No

Have you ever been convicted of, pled no contest to, or obtained deferred adjunction for any crime other than a minor traffic violation? (*Conviction will not necessarily disqualify an applicant from employment.*) Yes No If yes, please explain on a separate sheet.

Are you related to anyone who currently works at or is on the board of Friendly City?

Yes No If so, whom:

Are you currently a student? Yes No

How did you learn about this position?

- Daily News Record Co-op member Our website Our email update
 Word of mouth Facebook Craigslist Other: _____

*For each of the following questions, please check the appropriate answer and **provide details on a separate sheet** using the corresponding number. Take your time when considering your responses. Feel free to attach a résumé in addition. However, please do not submit a résumé only, as candidates not completing this application will not be considered for the available position(s).*

Section 1 - Working in Grocery Retail Environment

1. Have you had experience in a retail environment?

Yes No If yes, please describe.

2. Have you had experience providing customer service? Yes No How do you describe good customer service and how you would provide it?

3. Have you had experience working as paid staff at a grocery store and/or in the field of natural/local foods, nutrition or sustainable agriculture?

Yes No If yes, please describe.

4. Have you had experience working as a supervisor or trainer?

Yes No If yes, please describe.

Section 2 - Qualifications Relating to Retail Managing & Marketing

1. Have you had any experience in advertising, marketing, communications and/or outreach?

Yes No If yes, please describe.

2. What are some of the factors you would consider when developing a marketing and owner services strategy? How would you prioritize these factors?

3. How would you provide excellent customer service as a team leader?

4. What skills of yours do you feel would be particularly useful as Friendly City's [position you are applying for]?

Section 3 - Scheduling & Availability

What date could you start? _____

Please list the times you are AVAILABLE to work:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
a.m.							
p.m.							

1. In the next 6 months, do you expect any change in your availability?

Yes No If yes, please explain.

2. Can you work early mornings (7am), evenings (until 10pm) and weekends?

Yes No

3. What are the things in your life that define your scheduling needs?

4. What are your long-term goals and how will this job support them?

Section 4 - Employment & Education History

Please note any employment - past or present- that you think would be helpful in the consideration of your application. Feel free to submit a résumé to supplement, but please complete this section as well.

Employer _____ Dates of employment _____
Address _____ Phone #(s) _____
Supervisor _____ May we contact this person? _____
Wage/Salary: Start: _____ End: _____ Position(s) Held and Duties: _____

Reason for leaving: _____

Employer _____ Dates of employment _____
Address _____ Phone #(s) _____
Supervisor _____ May we contact this person? _____
Wage/Salary: Start: _____ End: _____ Position(s) Held and Duties: _____

Reason for leaving: _____

Employer _____ Dates of employment _____
Address _____ Phone #(s) _____
Supervisor _____ May we contact this person? _____
Wage/Salary: Start: _____ End: _____ Position(s) Held and Duties: _____

Reason for leaving: _____

Please account for any gaps in your employment history:

Education

High School _____ Degree _____

College/University _____
Area(s) of study _____
Graduation Date _____ Degree _____

Vocational _____
Area(s) of study _____
Graduation Date _____ Degree/License _____

Other important educational experiences:

Explain skills in which you are experienced (where appropriate):

	Skills	Years	Comments
Accounting			
Admin. Asst.			
Cashier/Register			
Cooking			
Data Entry			
Database Software			
Food Preparation			
General Cleaning			
Maintenance/Repair			
Graphic Design			
Human Resources			
Marketing			
Microsoft Excel			
Microsoft Publisher			
Meat & Seafood			
Phone Skills			
Programming			
Receiving			
Sales			
Stocking			
Technical Support			
Writing			

Other skills or professional certifications we should know about:

Section 5 - Professional References

1. _____

Relationship: _____ Phone#: _____

2. _____

Relationship: _____ Phone#: _____

3. _____

Relationship: _____ Phone#: _____

Please read before signing:

This application is intended for use evaluating your qualifications for employment. Friendly City Food Cooperative, Inc. is an Equal Opportunity Employer and will not discriminate on the basis of sex, age, race, religion, marital/parental status, sexual orientation, national origin, disability or any other characteristic protected by law and/or irrelevant to the good execution of this position.

I hereby affirm that the information on this application (and accompanying résumé, if any) is true to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal at a later date.

I understand that this application for employment will be considered active for 60 days and that if I wish to be considered for employment beyond this time period, I should complete a new application.

I understand that my employment with Friendly City Food Cooperative is “at will”, neither permanent nor guaranteed. While Friendly City asks for a 12-month commitment, I understand that if I am offered employment with Friendly City, Friendly City or I may terminate my employment at any time with or without cause or notice.

I hereby acknowledge that I have read, understand and agree to the conditions set forth above.

Signature: _____ **Date:** _____

Please mail or drop off your completed application to one of the following addresses:

MAIL TO:

Friendly City Food Co-op
Attn: Human Resources
PO Box 841
Harrisonburg, VA 22803

DROP OFF TO:

Friendly City Food Co-op
Attn: Human Resources
150 E. Wolfe St
Harrisonburg, VA 22802