

Co-op Volunteer Work Interest Information Form

Date: _____

Member #: _____

Name: _____

Phone(s) _____ **Cell** _____

E-Mail: _____

Best Way(s) to contact you:

With no paid employees, individuals and teams of volunteers accomplish the majority of the work at the Co-op. Volunteers are responsible for major work areas, such as a departments (e.g. marketing, HR, refrigerated/frozen, bulk goods, herbs & spices, produce & local products, and supplements) or other duties such as Distributor & Direct Order Receiving & Processing, office work, managing & cashiering, cleaning, and building and grounds. Volunteer workers are trained for jobs in a specific area according to individual interests, skills, availability and need.

With the above in mind, we ask all who are interested in working, to complete the following questions to assist us in filling jobs. Mark-ups will be commensurate with time, level and amount of commitment, responsibility and skill required for the job(s).

1. Which work duties have you done previously/are you currently doing at the Co-op, if any? (e.g.: cashier, bulk packaging, cleaning, maintenance, etc.)

2. Do you have experience with this type of work **elsewhere and/or other specific skills/talents** (computer, retail, managing, cleaning, etc.)? If yes, please elaborate.

3. What offices have you held in the past or are currently holding, if any? (Gen. Manager, Asst. Manager, Secretary, Treasurer, etc.)
 - a. At the Co-op?

 - b. At other organizations (list position and group/organization/business)?

4. Would you prefer:
to be part of a team? _____
to work alone? _____
would consider either _____

5. Would you be willing to be trained as a team leader (communicating with team, insuring work is done properly, etc.)? Yes _____ No _____ Maybe later _____

6. Would you be willing to be trained to be a cashier or manager (shift or department)?
Yes _____ No _____ Maybe later _____

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7. Which areas would appeal to you (Cashier, Shift Manager, General Manager, Assistant Manager, Marketing, Bulk Packaging, Herbs/ Spices, Produce, Supplements, Direct Ordering, Office Work, Treasurer, Secretary, Website, Social Media, Email updates, Happy Cow pickup, Cleaning, Other--please describe)? **Please list in order of preference.**

- a. _____
- b. _____
- c. _____
- d. _____

8. How many **hours per month** do you wish to work (max)? _____ What **markup** would you like to receive? _____%. **Note:** Markups range from 5-20% and do not go below 5% except for Officers (*Markups are based on hours worked and level of responsibility, commitment, etc.*)

9. Are you available to work at regular daily/weekly/monthly time(s)? Yes ____ No ____
If you checked no, please explain. _____

10. Please check all of the time periods you would be available/ willing to work. We match people to jobs and create teams based on the available times of those interested in similar work areas.

During store hours

- _____ Monday 9:30 am - 2:30 pm
- _____ Tuesday 9:30 am - 2:30 pm
- _____ Thursday 2:30 - 7:30 pm
- _____ Friday 9:30 am - 2:30 pm
- _____ Saturday 9:30 am - 4:30 pm (times avail: _____)

Outside Store Hours: (indicate days of the week and time frames you are available)

11. Please check if you would be available for attendance at monthly managers' meetings typically held bimonthly on 4th Saturdays at 9:30am, lasting 1.5 hrs. ____ **(Hybrid meetings: held in-person & on Zoom)**

12. Please provide any additional information that you feel would be helpful regarding work history or interests / preferences:

When the form is completed, please email to Theresa Pizzuto (if received electronically) or ask a manager to place a hard copy in Theresa Pizzuto's box in the co-op backroom and call or email her advising when you wish to begin working (theresa.pizzuto@gmail.com, 864-508-0617). THANKS!

For OFFICE USE:

Date received: _____

Date contacted: _____

Team Assignment: _____

Team Supervisor or Manager: _____

Work Schedule: _____ *Target hrs/month:* _____