

*please fill out and
return page 1-5*

Village Market Applicant Interest Form

Name: _____

Phone number: _____

Email Address: _____

Home Address: _____

What position are you interested in applying for?

(Check one or more that you are interested in)

SHIFT LEAD

GROCERY CLERK

ON-CALL GROCERY CLERK

Do you have any experience working in a grocery store? If so, please describe briefly.

Do you have any other experience working in general retail settings? If so, please describe briefly.

Why are you interested to work at Village Market?



What is your general availability during the week? Please check all that apply.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning: 7:30 -3:00					
Afternoon/ Evening: 12:00-8:30					

What is your general availability on weekends? Please check all that apply.

	Saturday	Sunday
Morning: 9:30-3:00		
Afternoon/ Evening: 12:00-8:30		

Are you under 18? Yes No

Please return this application to Village Market by 5:00pm on Sunday February 5th.

You can return it to any staff member at Village Market (4632 N Trenton) or Village Gardens office (4625 N Trenton St).

Please check out www.villagegardens.org to learn about other things going on alongside Village Market. We are seeking applicants who are interested in learning more about Village Gardens' values and community-centered approach to our programs.

To follow up on your application, please reach us at apply@villagegardens.org



Our Village Gardens
4632 N Trenton St.
Portland, OR 97203

Application Open 1/16/23 – 2/5/23

Shift Lead, Grocery Clerk



Our Village Gardens - Application for Employment

Personal Information			
Name:		Email Address:	
Pronouns (optional):		Date:	
Current Street Address:			
City:	State:	Zip:	Phone Number:

Application Information	
What position are you applying for?	Are you over 18? <input type="radio"/> YES <input type="radio"/> NO
When would you be available to start working?	
Have you ever worked for Our Village Gardens before? <input type="radio"/> YES <input type="radio"/> NO	
If yes, what was your role?	What was the reason for your departure?

Education History			
Name & City of School attended		Did you graduate?	List Diploma or Degree (if applicable)
High School			
College or University			
Other school(s)			
Other relevant certifications, skills, training, or volunteer experience:			

References			
Please provide us with two <i>professional</i> references who can vouch for you as an employee. These people can be supervisors, mentors, someone you've volunteered with, or a teacher. Please do not include personal references that you don't have experience working with.			
Name	Email Address	Phone Number	Relationship to you.
Your job title and company/organization name:			
Name	Email Address	Phone Number	Relationship to you.
Your job title and company/organization name:			

Please attach a resume to your application, or complete the back of this paper.
 If you attach a resume, you do not need to fill out the back.

Work Experience

Employer Name		
City	State	Supervisor Name:
Supervisor Contact Info:		
Job Title		
Brief Description of Job Duties		
Date started:		Date ended:
Reason for leaving:		

Employer Name		
City	State	Supervisor Name:
Supervisor Contact Info:		
Job Title		
Brief Description of Job Duties		
Date started:		Date ended:
Reason for leaving:		

Employer Name		
City	State	Supervisor Name:
Supervisor Contact Info:		
Job Title		
Brief Description of Job Duties		
Date started:		Date ended:
Reason for leaving:		

Employer Name		
City	State	Supervisor Name:
Supervisor Contact Info:		
Job Title		
Brief Description of Job Duties		
Date started:		Date ended:
Reason for leaving:		

Release and Consent

I understand and certify that all information supplied in this application, and any attached resume, is complete and correct. Any false, misleading, or incomplete information furnished by me regarding this application may result in the rejection of this application or if employed, dismissal. I understand that in consideration of my employment, I agree to meet the work expectations of the Employer, and further agree that my employment compensation are at the will of Employer and can be terminated, with or without cause, and with or without notice, at any time at the option of either the Employer or myself.

I understand and hereby authorize all persons, schools, companies, employers, and/or their representatives to furnish verification to the Employer, its representative, or agents, any and all information set forth in this applications and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers, and/or their representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including the Employer, as a result of them furnishing information to the Employer.

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, gender, gender expression, sex, national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours, and any other legally protected status.

I have read, understand, and agree with this statement.

Applicant's Signature

Date

GROCERY CLERK

JOB POSTING

TITLE: Grocery Clerk
HOURS/WEEK: 20-30 hours per week
PAY: Hourly \$15.89/hour

Position Summary:

Village Market is a community-designed and operated healthy corner grocery store in the heart of New Columbia in North Portland. As part of the Village Gardens program, Village Market builds community, promotes health, and offers fresh, healthy, and culturally relevant groceries.

<http://www.villagegardens.org/village-market>.

The Grocery Store Clerk is responsible for a full range of activities within the Village Market store, including: providing outstanding customer service; checking out customers at the register quickly and accurately; stocking shelves and rotating inventory; tagging items and making signs; keeping the store clean and orderly; and maintaining a safe and positive environment in the market.

Essential Functions:

1 Customer Service

- Greet customers in a welcoming way
- Help customers feel valued and welcomed
- Offer assistance to customers, as needed
- Answer customer questions and refer unresolved questions or problems to Shift Lead.
- Skillfully handle customer returns and complaints according to program policies and procedures
- Assist with carry outs, as needed

2 Cashiering

- Operate cash register and electronic scanner to itemize and total customers' purchases.
- Check out customer purchases quickly and accurately, informing customer of total price of purchase and providing receipt for payment received.
- Collect payment from customer for purchases and makes change for cash purchases and/or redeem SNAP, WIC, promotional coupons, etc.
- Open and close register, including counting money in cash drawer at beginning and end of each work shift. May record daily transaction amounts from cash register to balance cash drawer.
- Maintain knowledge of sale items and/or store promotions.
- Bag or wraps purchases for customer.
- Weigh items, such as produce, meat and poultry, to determine price

3 Stocking

- Stock shelves and rotate inventory frequently
- Be aware of shortages of inventory and replace items as needed
- Tag items and make sale signs as needed

- Set up displays and stock shelves, coolers, counter, bins, tables, freezers, containers, or trays with new merchandise.
- May occasionally clean or trim meats, including scaling fish.

4 Store Maintenance

- Assist in opening and closing the store on occasion
- Ensure that the store is kept clean and in an orderly condition, both inside and outside; this includes cleaning shelves, bins, tables, equipment and coolers.
- Sweep and mop floors
- Maintain a safe and positive environment in the store

5 Other tasks as assigned by shift supervisor.

Required Skills:

- Values working in a multicultural/diverse environment.
- Excellent customer service skills, including display of friendliness, helpfulness and patience while assisting customers.
- Able to communicate effectively and to read and understand English.
- Ability to follow directions.
- Willing to continuously learn and willing to ask for support and help.
- Basic math skills, including the ability to identify/count money and make correct change.
- Ability to stand for long periods of time. Ability to lift up to 30 pounds on a regular basis.

Preferences:

- Knowledge of or experience with fresh, healthy food.
- Be able to work effectively as part of a team, helping out co-workers when needed
- Open to feedback and supervision.
- Able to work well with a diverse group of individuals.

SHIFT LEAD

JOB POSTING

TITLE: Shift Lead
HOURS/WEEK : 20-30 hours per week
PAY : \$17.47/hour

Position Summary:

Village Market is a community-designed and operated healthy corner grocery store in the heart of New Columbia in North Portland. As part of the Village Gardens program, Village Market builds community, promotes health, and offers fresh, healthy, and culturally relevant groceries. <http://www.villagegardens.org/village-market>

The Shift Lead position leads efforts to ensure Village Market customers have an exceptional experience by making sure they are treated to excellent customer service in a store that is clean and well stocked. The Lead position focuses on setting the pace and tone for the day by role modeling positive energetic leadership, supporting and coaching Grocery Clerks to complete daily operations tasks, and leading the open, operation, and close of the Village Market store. This Lead position will perform the full range of duties at the Village Market including: excellent customer service; accurate cash handling; efficient inventory maintenance; safe food preparation; and maintain a clean, organized and positive work environment. The Lead is responsible for helping to onboard and provide ongoing training as needed.

Essential Functions:

Customer Service

- Respond to specific customer requests or concerns and refer any unresolved issues to team.
- Ensure that customers enjoy a positive sales experience at the POS register.
- Skillfully handle customer returns and complaints according to program policies and procedures

Lead Daily Store Operations

- Complete opening and closing procedures, side work, and team meeting agendas. Ensuring that the Village Market is a welcoming, clean, fully stocked and merchandised grocery store.
- Maintain accurate inventory and maintenance records by utilizing the shrink, transfer and temperature logs.
- Ensure that the Village Market store is open and operating safely by troubleshooting facility equipment and POS issues, complying with agency safety guidelines, and following store theft prevention and robbery response policies.

Perform Daily Cash Control Procedures

- Model detailed, organized, and accurate cash management and documentation.
- Manage safe change bank. Count change safe and provide coin/currency change to registers.
- Ensure Store Clerks are accurately completing cash-handling procedures and documentation, including: till count, daily register reconcile, counterfeit pen use, on register POS protocols, etc.

Store Maintenance

- Perform all duties of Clerk (provide outstanding customer service, stock shelves, adhere price tags to products, set up store displays, , operate cash register, bag groceries, participate in cleaning/maintenance tasks, etc).
- Ensure that the store is kept clean and in an orderly condition, both inside and outside; this includes cleaning shelves, bins, tables, equipment and coolers.
- Sweep and mop floors
- Maintain a safe and positive environment in the store
- Coordinate and assign breaks, responsibilities, and duties to staff team each work shift.
- Assist in training and orienting new staff, volunteers, and/or interns.

Required Skills:

- Values working in a multicultural/diverse environment.
- Excellent customer service skills, including display of friendliness, helpfulness and patience while assisting customers.
- Able to communicate effectively and to read and understand English.
- Ability to follow directions.
- Willing to continuously learn and willing to ask for support and help.
- Basic math skills, including the ability to identify/count money and make correct change.
- Ability to stand for long periods of time. Ability to lift up to 30 pounds on a regular basis.

Preferences:

- Knowledge of or experience with fresh, healthy food.
- Be able to work effectively as part of a team, helping out co-workers when needed
- Open to feedback and supervision.
- Able to work well with a diverse group of individuals.