

Fresh • Local • Good
community-owned • everyone welcome

2372 Saint Claude Avenue, Suite 110, New Orleans, Louisiana 70117
www.nolafood.coop • lorib@nolafood.coop • 504-656-NOFC



Dear Applicant,

Welcome to the Applicant Packet for the positions available at the New Orleans Food Co-op. We appreciate your interest and the time it takes to carefully complete this application. As this is a long application, you may want to complete it at home and mail in to our offices. Our mailing address is below.

Working for the New Orleans Food Co-op is more than just a job. As employees of this community-owned grocery store, we operate our co-op with great care as a service to NOFC's member-owners, in line with the mission and goals established by their elected stewards, the Board of Directors.

Our mission is to open & operate a community-owned grocery store that:

- Provides access to healthy food at a fair price.
- Is a center of community activity.
- Promotes local and regional food production.
- Keeps capital and jobs in our community.
- Practices environmental responsibility and sustainability.
- Reflects our unique and diverse community.

Each position requires care, hard work, intention and responsibility. We have high yet reasonable expectations for our workers and understand the connection between the co-op thriving and workers having a good job with fair compensation that affords opportunities for professional development.

Our compensation package includes: competitive wages, professional development opportunities, a 15% discount on purchases at the co-op, & paid personal time off. We also intend to provide medical insurance to all of our full-time workers.

Please mail completed applications and any supplemental documents to: New Orleans Food Cooperative; 2372 St. Claude Ave; Suite 110; New Orleans, LA 70117 or email to nolafoodcoop@gmail.com

Though our initial hiring cycle has been completed, we will keep all applications on file and consider applicants for any positions that may open up over the next few months. Thank you and good luck!

In Cooperation,

Lori Burge
General Manager

Application for Employment

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Name: _____ Date: _____

Address: _____ State: _____ Zip: _____

Home Phone # _____

Other # to reach you: _____

Email: _____

APPLICANT INSTRUCTIONS: A completed application is required to be considered for position(s). Please review job descriptions prior to applying for the position(s). Job descriptions are available at www.nolafoodcoop.org/employment. For each of the following questions, please check the appropriate answer and provide details on a separate sheet. Take your time when considering your responses. Feel free to attach a résumé. However, please do not submit a résumé only, as candidates not completing this application will not be considered for the available position(s). Thanks!

Section 1- Positions:

What positions are you are applying for? Check all that apply, complete Sections 2, 3, and the corresponding sections below to be considered for the positions you'd like to apply for.

Cashier & Customer Service Associate (full or part time)

Produce Clerk

Grocery Clerk

Deli Lead & Meat/Cheese Buyer

Section 1 - Positions:

1. Employment 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.*

1) Employer _____ Dates of employment _____
Address _____ State: _____ Zip: _____
Supervisor _____ Ok to contact? _____ Phone #(s) _____
Position(s) Held and Duties: _____

Reason you left: _____

2) Employer _____ Dates of employment _____
Address _____ State: _____ Zip: _____
Supervisor _____ Ok to contact? _____ Phone #(s) _____
Position(s) Held and Duties: _____

Reason you left: _____

3) Employer _____ Dates of employment _____
Address _____ State: _____ Zip: _____
Supervisor _____ Ok to contact? _____ Phone #(s) _____
Position(s) Held and Duties: _____

Reason you left: _____

2. References: (Note: Please provide phone number, not just email)

1) Name: _____ Relationship: _____
Phone: _____ Email: _____
2) Name: _____ Relationship: _____
Phone: _____ Email: _____
3) Name: _____ Relationship: _____
Phone: _____ Email: _____

3. Educational Experiences: These may include both formal & informal education.

4. Criminal Record: We appreciate your honesty. Please disclose anything that we are legally permitted to ask or research. Include conviction dates. We'd rather find out from you.

Yes No If yes, please describe.

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

6. What else do we need to know? What would you like to share with us?

Please add or attach whatever additional information you think is relevant. NOFC expects the information provided above to be accurate to the best of your knowledge. NOFC is an equal opportunity employer and will not discriminate on the basis of sex, age, race, religion, marital/parental status, sexual orientation, national origin, or any other characteristic irrelevant to the good execution of this position.

Optional: Help us get the word out about our positions better: How did you hear about this job?

Classified ad (newspaper/print source) Craigslist Word of mouth NOFC's web site
 Poster elsewhere Twitter Facebook Poster at co-op other: _____

Section 3 - Questions For ALL Positions

1. Have you had experience as a cashier? Most positions at NOFC involve some cashiering shifts.
 Yes No If yes, please describe.

2. Have you had experience providing customer service?
 Yes No If yes, please describe. Please be sure to also briefly answer the following in your reply to question 2:
How do you describe good customer service and how you would provide it?

3. Have you had experience working as paid staff or as a volunteer at a natural foods grocery, or in the fields of natural foods, nutrition, or sustainable agriculture?
 Yes No If yes, please describe.

4. Have you had experience working as paid staff or as a volunteer at a cooperative?
 Yes No If yes, please describe.

5. Have you had experience working as a supervisor or trainer?
 Yes No If yes, please describe.

6. NOFC values social justice, diversity, and eliminating racism & other social injustices. Have you received training &/or worked as part of an organization that is committed to these principles?
 Yes No If yes, please describe.

7. What languages do you speak fluently or at least conversationally?

8. What is your expected schedule for the next year? Can you work early mornings, evenings (until 11pm) & weekends? Is there anything that will affect your availability that we need to know about?

Application for Employment Addendum

Section 7: Grocery Department

Receivers/Clerks (full/part time) *Note: Be sure to include sections 1, 2, 3, & 7.*

1. Have you had experience working with local food producers &/or farmers?

Yes No If yes, please describe.

2. Have you had experience with receiving & stocking?

Yes No If yes, please describe. Include which departments.

3. Have you had experience with buying/ordering?

Yes No If yes, please describe. Include which departments.

4. Have you had experience merchandising?

Yes No If yes, please describe. Include which departments.

5. Have you had experience setting and monitoring department financials?

Yes No If yes, please describe. Include which departments.

6. Do you have experience with monitoring & reporting on goals and accomplishments?

Yes No If yes, please describe.

7. Anything else you'd like to share about your experience with grocery?

Application for Employment Addendum

Section 8: Produce Department

Produce Manager (full-time), **Produce Assistant Buyer** (full-time), **Produce Clerks** (full or part time) *Note: Be sure to include sections 1, 2, 3, & 8.*

1. Have you had experience prepping & displaying fresh produce?

Yes No If yes, please describe.

2. Have you had experience working with farmers?

Yes No If yes, please describe.

3. Have you had experience with receiving, especially in regards to produce?

Yes No If yes, please describe.

4. Have you had experience with buying/ordering especially in regards to produce?

Yes No If yes, please describe.

5. Have you had experience merchandising fresh produce?

Yes No If yes, please describe.

6. Have you had experience setting and monitoring department financials, especially in regards to produce?

Yes No If yes, please describe.

7. Do you have experience with monitoring & reporting on goals and accomplishments?

Yes No If yes, please describe.

8. Anything else you'd like to share about your experience with produce?

Application for Employment Addendum

Section 10: Deli & Meat Department

Part to Full-time position.

Note: Be sure to include sections 1, 2, 3, & 10.

1. Have you had experience prepping and displaying fresh and frozen meat?

Yes No If yes, please describe.

2. Have you had experience working in a commercial kitchen or restaurant preparing sandwiches, salads & other items?

Yes No If yes, please describe.

3. Have you had experience selecting, cutting, and displaying with different kinds of cheeses?

Yes No If yes, please describe.

4. Have you had experience with receiving?

Yes No If yes, please describe.

5. Have you had experience with buying/ordering?

Yes No If yes, please describe.

6. Have you had experience merchandising?

Yes No If yes, please describe.

7. Have you had experience setting and monitoring department financials?

Yes No If yes, please describe.

8. Do you have experience with monitoring & reporting on goals and accomplishments?

Yes No If yes, please describe.

9. Anything else you'd like to share about your experience working with meat, cheese, & deli items?