



*Fresh • Local • Good*  
community-owned • everyone welcome

2372 Saint Claude Avenue, Suite 110, New Orleans, Louisiana 70117  
www.nolafood.coop • hiring@nolafood.coop • 504-264-5579

## Application for Employment

Dear Applicant,

Welcome to the Applicant Packet for the open positions 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. Our application is also available on our website, so that you may type your responses. Applications may be returned to the store or via email. Please retain this coversheet as well as the job descriptions for your records.

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 owners, working towards a mission and goals in line with the Ends Statements established by their elected stewards, the Board of Directors.

### Our Mission:

Together we: Provide access to healthy food at a fair price; Are a center of community activity; Promote local and regional food production; Keep capital and jobs in our community; Practice environmental responsibility and sustainability; Reflect our unique and diverse community.

### Our ENDS Statements

The New Orleans Food Co-op exists so that we have a healthy and thriving community. Because of all we do:

- Our community, regardless of income has access to healthy food.
- Regional farmers and producers are linked in a relationship with consumers.
- The diversity of our community is represented.
- Economically and environmentally sustainable practices are supported.
- Our community understands the cooperative model and experiences its economic and social value.
- Community members, staff, and owners have a sense of pride, belonging, and fellowship in their cooperative.
- Our community is knowledgeable about healthy eating and how their food is produced.

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:** wages based on experience, medical, dental, and vision insurance for full-time workers, a 15% discount on purchases at the co-op, paid personal time off, & professional development opportunities.

**Position open until filled. Please return completed applications and any supplemental documents ASAP to:** New Orleans Food Co-op; 2372 St. Claude Ave; Suite 110; New Orleans, LA 70117 or email to [hiring@nolafood.coop](mailto:hiring@nolafood.coop). All applicants are encouraged to submit a résumé, especially those applicants seeking a management position. However, you will only be considered for a position if you have completely filled out an application including answering all applicable questions.

In Cooperation,

Aj Hess  
Assistant General Manager

**DO NOT RETURN THIS COVERSHEET WITH APPLICATION – RETAIN FOR YOUR RECORDS**





# Application for Employment

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Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ 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.nolafood.coop/employment](http://www.nolafood.coop/employment). For each of the following questions, please check the appropriate answer and provide details. Take your time when considering your responses. *Please use a separate sheet to answer questions if necessary.* 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:

1. **What positions are you are applying for?** Check all that apply, complete Sections 1, 2 and the corresponding sections below to be considered for the positions you'd like to apply for.

**All Positions: Section 2**

Multi-Department Clerk

**Front End Lead: Sections 2 & 4**

Front End Manager &/or Lead Cashier

**Owner Services: Sections 2 & 5**

Owner Services & Outreach Coordinator

**Department Buyers & Managers: Sections 2 & 3**

Grocery Manager       Bulk Buyer

Produce Manager       Assist. Produce Buyer

Deli & Meat Manager

Wellness & General Merchandise Manager

**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: \_\_\_\_\_

2. **Availability and Desired Hours:**

Check all that apply:       Full Time       Part Time       On Call       Temporary/Seasonal

How many hours are you interested in working each week? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

When are you **available** to work?

(We may not interview candidates whose availability does not meet the needs of co-op operations. We will ask schedule preferences upon hire and will accommodate preferences when possible)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time:							
End Time:							

3. **Other Information:**

Are you 18 years or older?       Yes       No

Are you able to lift up to 50lbs?       Yes       No

Have you been convicted of a felony?       Yes       No      If yes, please describe.

**more** →

# Section 2 – ALL 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** \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #(s) \_\_\_\_\_ Ok to contact? \_\_\_\_\_ Rate of Pay: Start: \_\_\_\_\_ End: \_\_\_\_\_  
Position(s) Held and Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of employment: from: \_\_\_\_\_ to: \_\_\_\_\_ Reason you left: \_\_\_\_\_

**2) Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #(s) \_\_\_\_\_ Ok to contact? \_\_\_\_\_ Rate of Pay: Start: \_\_\_\_\_ End: \_\_\_\_\_  
Position(s) Held and Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of employment: from: \_\_\_\_\_ to: \_\_\_\_\_ Reason you left: \_\_\_\_\_

**3) Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #(s) \_\_\_\_\_ Ok to contact? \_\_\_\_\_ Rate of Pay: Start: \_\_\_\_\_ End: \_\_\_\_\_  
Position(s) Held and Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of employment: from: \_\_\_\_\_ to: \_\_\_\_\_ Reason you left: \_\_\_\_\_

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

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Educational Experiences:** These may include both formal & informal education. Please include number of years completed and if you graduated/received a degree.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **more** →

**4. Customer Service: Have you had experience providing customer service?**

Yes  No If yes, please describe.

How do you describe good customer service and how you would provide it?

**5. Cashiering: Have you had experience as a cashier?** (All positions at NOFC involve some cashiering)

Yes  No If yes, please describe.

**6. Stocking & Receiving: Have you had experience with receiving and stocking?**

Yes  No If yes, please check all departments/establishments and describe.

**Grocery Store:**  Grocery  Produce (fresh)  Deli &/or Meat  Wellness

**Other:**  Restaurant/Café  Other

**Description of receiving/stocking experience:**

**7. Produce: Have you had experience prepping and displaying fresh produce?**

Yes  No If yes, please describe.

**8. Meat: Have you had experience prepping and displaying fresh and frozen meat?**

Yes  No If yes, please describe.

**9. Deli: Have you had experience working in a commercial kitchen or restaurant preparing sandwiches, salads and other items?**

Yes  No If yes, please describe.

**10. Cheese: Have you had experience cutting and displaying various kinds of cheeses?**

Yes  No If yes, please describe.

**11. Wellness & General Merchandise: Have you had experience working with vitamins, supplements, herbs, & beauty aids, and general merchandise?**

Yes  No If yes, please describe.

**12. Natural Foods: Have you had experience working as paid staff or as a volunteer at a natural foods grocery, and/or in the fields of natural foods, nutrition, and/or sustainable agriculture?**

Yes  No If yes, please describe.

more→

**13. Co-ops: Have you had experience working as paid staff or as a volunteer at a cooperative?**

Yes  No If yes, please describe.

**14. Supervision & Training: Have you had experience working as a supervisor or trainer?**

Yes  No If yes, please describe.

**15. Languages: What languages do you speak fluently or at least conversationally?**

**16. NOFC values social justice, diversity, and eliminating racism & other social injustices. Have you received training and/or worked as part of an organization that is committed to these principles?**

Yes  No If yes, please describe.

**17. Why do you want to work for the New Orleans Food Co-op?**

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

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

## Application for Employment Addendum

# Section 3: Department Buyers & Managers

*Note: Be sure to include sections 1, 2, & 3. Please use a separate sheet to answer questions if necessary.*

**1. Farmers/Producers: Have you had experience working with local food producers and/or farmers?**

Yes, both     Yes, local farmers     Yes, local producers     No    If yes, please describe.

**2. Buying: Have you had experience with buying/ordering?**

Yes     No    If yes, please check all departments/establishments you have experience with and describe.

**Grocery Store:**     Grocery     Produce (fresh)     Deli &/or Meat     Wellness

**Other:**     Restaurant/Café     Other

**Description of buying/ordering experience:**

**3. Merchandising: Have you had experience merchandising?**

Yes     No    If yes, please check all departments/establishments you have experience with and describe.

**Grocery Store:**     Grocery     Produce (fresh)     Deli &/or Meat     Wellness

**Other:**     Restaurant/Café     Other

**Description of merchandising experience:**

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

Yes     No    If yes, please check all departments/establishments you have experience with and describe.

**Grocery Store:**     Grocery     Produce (fresh)     Deli &/or Meat     Wellness

**Other:**     Restaurant/Café     Other

**Description of financial experience:**

**6. Goals: Do you have experience with monitoring and reporting on goals and accomplishments?**

Yes     No    If yes, please describe.

**7. HR: Have you had experience with human resources (hiring, training, coaching, accountability)?**

Yes     No    If yes, please describe.

**8. Procedures: Have you had experience creating retail department systems and procedures?**

Yes     No    If yes, please describe.

**9. Computer Experience: Do you have experience with computers and point of sale systems?**

Yes     No    If yes, please describe what operating systems and software.

**10. Anything else you'd like to share about your experience with the position(s) you are applying for?**

## Application for Employment Addendum

# Section 4: Lead Cashier / Front End Manager

*Note: Be sure to include sections 1, 2, & 4. Please use a separate sheet to answer questions if necessary.*

**1. Customer Service: Have you had experience providing customer service in a fast paced retail environment?**

Yes  No If yes, please describe.

**2. Money Handling: Do you have experience with conducting and overseeing money handling?**

Yes  No If yes, please describe.

**3. POS: Do you have experience with entering data and utilizing reports from a Point of Sales System?**

Yes  No If yes, please describe.

**4. Procedures: Have you had experience creating cashiering and other front-end systems and procedures?**

Yes  No If yes, please describe.

**5. HR: Have you had experience with human resources (hiring, training, coaching, accountability)?**

Yes  No If yes, please describe.

**6. Scheduling: Have you had experience writing schedules?**

Yes  No If yes, please describe.

**7. Computer Experience: Do you have experience with computers?**

Yes  No If yes, please describe what operating systems and software.

**8. Supply Budgets: Have you had experience purchasing store supplies within budget limitations?**

Yes  No If yes, please describe.

**9. Finances: Do you have experience with writing and/or monitoring financial budgets?**

Yes  No If yes, please describe.

**10. Goals: Do you have experience with monitoring and reporting on goals and accomplishments?**

Yes  No If yes, please describe.

**11. Anything else you'd like to share about your experience with front-end management?**



## Application for Employment Addendum

# Section 5: Owner Services & Outreach

*Note: Be sure to include sections 1, 2, & 5. Please use a separate sheet to answer questions if necessary.*

### Owner Services and Outreach:

**1. Co-ops: Have you had experience conducting educational trainings about co-ops?**

Yes  No If yes, please describe.

**2. Owner Services: Have you had experience conducting membership services for a co-op or democratic organization?**

Yes  No If yes, please describe.

**3. Social Justice: Have you conducted marketing/outreach for an organization that is committed to social justice?**

Yes  No If yes, please describe.

**4. Publications: Have you had experience coordinating, writing, editing, and mailing a newsletter or other written publication?**

Yes  No If yes, please describe.

**5. Fundraising: Have you had experience conducting fundraising events (i.e. membership drives, fundraisers, etc.)?**

Yes  No If yes, please describe.

**6. Events: Have you had experience coordinating and promoting community events?**

Yes  No If yes, please describe.

**7. Donations: Have you had experience coordinating donations programs?**

Yes  No If yes, please describe.

### Marketing:

**8. Have you had experience creating and maintaining a “brand” and consistent storewide image?**

Yes  No If yes, please describe.

**9. Have you had experience developing and executing a marketing plan?**

Yes  No If yes, please describe.

**10. Have you had experience developing and executing advertising strategies?**

Yes  No If yes, please describe.

**11. Do you have experience doing printed material design layout?**

Yes  No If yes, please describe including what design software do you have familiarity with?

**12. Have you had experience overseeing the development and maintenance of a website?**

Yes  No If yes, please describe.

**Other:**

**13. Computer Experience: Do you have experience with computers?**

Yes  No If yes, please describe what operating systems and software.

**14. Goals: Do you have experience with monitoring and reporting on goals and accomplishments?**

Yes  No If yes, please describe.

**15. Finances: Do you have experience with writing and/or monitoring financial budgets?**

Yes  No If yes, please describe.

**16. Anything else you'd like to share about your experience with marketing and outreach?**